

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES  
AND ADULT EDUCATION**



***Request for Proposals (RFP)***

**School Nutrition Rating System Pilot Program**

**2012-13**

**Purpose:** To provide competitive grants to local or regional boards of education to adopt and implement a nutrition rating system that 1) provides information on the nutritional value of foods provided to students in the school cafeteria to guide student food choices at school; and 2) assists local and regional boards of education in food service decisions relating to the procurement of foods for schools.

Pursuant to Sections 238 and 239 of June 12 Special Session Public Act 12-1.

**RFP #401**

**Application Due: September 28, 2012**

**Published: August 29, 2012**

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Stefan Pryor  
Commissioner of Education

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**School Nutrition Rating System Pilot Program  
Application Packet**

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## GENERAL INFORMATION

### Background and Purpose

Section 238 of June 12 Special Session Public Act 12-1 authorizes the Connecticut State Department of Education (CSDE) to provide funds for the School Nutrition Rating System Pilot Program. The purpose of the School Nutrition Rating System Pilot Program is to provide competitive grants to local or regional boards of education to adopt and implement a nutrition rating system that 1) provides information on the nutritional value of food provided to students in the school cafeteria to guide student food choices at school; and 2) assists local and regional boards of education in food service decisions relating to the procurement of foods for schools.

### Grant Period

The grant period includes school years 2012-13 and 2013-14. For school year 2012-13 (year 1), the pilot will begin on November 1, 2012. For school year 2013-14 (year 2), the pilot will end on June 30, 2014.

All funds must be obligated by June 30, 2013. There are no exceptions or waivers to this requirement.

### Eligible Applicants

An eligible applicant means a local or regional board of education submitting an application on its own or a group of boards of education submitting an application together that has at least one elementary school, one middle school and one high school located in the school district or districts. Applicants must also meet the following criteria to be eligible:

- The district participates in the National School Lunch Program (NSLP).
- The district participates in healthy food certification (HFC) under Section 10-215f of the Connecticut General Statutes (C.G.S.) for both school years of the pilot (2012-13 and 2013-14). For more information, see the CSDE's [HFC](#) Web site.
- The district has submitted or will submit to the CSDE by November 1, 2012, a HealthierUS School Challenge (HUSSC) application for each school that will be part of the School Nutrition Rating System Pilot Program. For more information, see the USDA's [HUSSC](#) Web site.

If two or more local or regional boards of education apply as a group, the application must designate a lead district for the pilot. The lead district will be the grantee and will receive all funds. The lead district will also be responsible for communicating with the CSDE and submitting all reports. Group applicants must submit the commitment letter in Appendix G.

## **Grant Awards**

All applicants must meet the specified selection criteria (see pages 6-7). The CSDE will select three eligible local or regional boards of education to implement a nutrition rating system in at least one elementary school, one middle school and one high school in the school district. The selected applications shall include at least:

- one eligible applicant with a total student enrollment of less than 1,000;
- one eligible applicant with a total student enrollment of at least 1,000 but less than 10,000; and
- one eligible applicant with a total student enrollment of at least 10,000.

The Commissioner reserves the right to make grant awards under this program without discussion with the applicants; therefore, proposals should represent the applicant's best effort to ensure a quality proposal from both a technical and cost standpoint.

Applicants will be notified by e-mail of the acceptance or rejection of their proposals on or about October 15, 2012. If a proposal is selected for funding, the Bureau of Health/Nutrition, Family Services and Adult Education will initiate a grant award.

All awards are subject to the availability of state funds. Grants are not final until the award letters are executed. The level of funding and effective dates of the project will be set forth in the notification of the grant award.

## **Funding**

This is a two-year project with a one-year grant award. A total of \$150,000 is available for the pilot. Three pilots will be funded at \$50,000 each. Each grantee must submit an ED114 (Appendix E) and budget narrative (Appendix F) for the first year (November 1, 2012 – June 30, 2013) of the grant as part of this application.

There is a possibility of additional funds in year 2 (July 1, 2013 – June 30, 2014), based on the availability of state appropriations. If additional funds become available in year 2, each grantee will be required to resubmit an ED114 and budget narrative by June 1, 2013. Grantees are encouraged to seek other revenue sources or in-kind contributions from community partnerships to assist with implementation in year 2, in the event that additional state funds are not available.

If two or more local or regional boards of education apply as a group, the grant funds will be distributed only to the lead district (the grantee). The maximum award for a group or individual application is \$50,000.

## Selection Criteria

The CSDE will evaluate complete proposals from applicants that document the commitment, capacity and a cost-effective approach to adopt and implement a nutrition rating system that 1) provides information on the nutritional value of foods provided to students in the school cafeteria to guide student food choices at school; and 2) assists local and regional boards of education in food service decisions relating to the procurement of foods for schools. To be selected for participation in the School Nutrition Rating System Pilot Program, applicants must demonstrate their ability to successfully implement the nine components specified below. Proposals will be evaluated on how well they meet these criteria.

1. **Objectives:** Identify the specific measurable objectives to be achieved by the proposed project. The objectives must relate to the purpose of the School Nutrition Rating System Pilot Program.
2. **Pilot Team:** Identify a pilot team that includes representation from the following groups: 1) food service director; 2) school administrator; 3) school nurse; 4) teacher; 5) student; 6) parent; and 7) community organization representative. Teams are also encouraged to include other individuals as appropriate to local needs, such as board members, other school staff members and other community members, e.g., representatives from nutrition or health organizations, health foundations, local health departments and local grocery stores. The team can be an existing team such as the district's school wellness team or coordinated school health team, provided it includes all members listed above and any other members appropriate to the pilot project.

The proposal must describe the pilot team's role in developing and implementing all components of the School Nutrition Rating System Pilot Program, as specified in 4-8 below.

3. **Partnerships:** Identify any partnerships that will support the pilot project, such as school or community organizations. Indicate any additional revenue sources or in-kind contributions from these partnerships that will assist with implementation in year 2, in the event that additional state funds are not available.
4. **Nutrition Rating System:** Develop or select a nutrition rating system that provides information on the nutritional value of foods (meals and a la carte including beverages) provided to students in the school cafeteria, with the goal of guiding student food choices at school. The nutrition rating system must begin implementation in each pilot school by the first day of school in January 2013. Ratings for meals and a la carte foods and beverages can be phased in but must be completed by the first day of school year 2013-14.
  - Provide a detailed description of the selected nutrition rating system, why the system was chosen and specific information on how it will work in the school cafeteria.
  - Describe how the nutrition rating system will coordinate with the [Connecticut Nutrition Standards](#) and the [HUSSC](#).
  - Identify how the rating system will address nutrient-dense foods that are naturally high in healthy fats (such as nuts or eggs) or naturally occurring sugars (such as fruits and milk).
  - Identify the schedule for implementing the rating system for all foods in the pilot schools (see Timeline on page 7).

- Identify how the district will develop guidance for the CSDE on using the nutrition rating system to assist with purchasing decisions for school food service.
5. **Training and Education for School Staff:** Develop, implement and evaluate a plan to provide training and education for school staff. The plan must include:
    - training for school food service staff on implementing the nutrition rating system in the cafeteria; and
    - education for school personnel, including teachers, administrators and other school staff, on how to use the nutrition rating system.
  6. **Nutrition Education for Students and Families:** Develop, implement and evaluate a plan to coordinate the nutrition rating system with the district’s nutrition education activities. The plan must include:
    - a description of the specific nutrition education activities for students in the pilot schools, including the grade levels involved, and the frequency (number of times) and amount (number of hours) during the grant period;
    - how the nutrition rating system will be integrated with the district’s health education curriculum and, if applicable, the family and consumer sciences curriculum;
    - how the nutrition rating system will be integrated with the district’s school wellness policy; and
    - how families will be educated about the nutrition rating system to help their children make healthy choices.
  7. **Marketing Campaign:** Develop, implement and evaluate a marketing campaign to promote the nutrition rating system to students, school staff and families in the pilot schools. The plan must include specific strategies for how the district will promote the nutrition rating system to these groups, and how the district will evaluate the effectiveness of all promotional activities.
  8. **Evaluation:** Monitor and report to the CSDE on whether the nutrition rating system has affected student food purchasing patterns.
    - a. Develop and implement a plan to evaluate the nutrition rating system’s impact on student food purchases. This plan must include specific strategies for how the district will collect and evaluate data on student food purchases, including a comparison of baseline data from before the pilot began to data obtained during the full year of the pilot implementation (2013-14).
  9. **Timeline:** Develop a timeline that describes the planned activities for implementing and evaluating the pilot, e.g., team meetings, selection of nutrition rating system, rating of food products, schedule to phase in rating system for meals and a la carte foods and beverages, training for school staff, nutrition education for students and families, marketing activities and data collection on student food purchases. The timeline must include specific activities for each of the required components (1-8) listed above.

Applicants will receive additional points for being in good standing with the U.S. Department of Agriculture’s (USDA) performance standards for the NSLP (and if applicable, the School Breakfast Program), based on the district’s most recent USDA coordinated review effort (CRE) conducted by the CSDE.

**Project Reporting**

Each grant recipient must submit six progress reports and a final report that 1) assesses the district’s school nutrition rating system on student food purchases; and 2) provides recommendations for successful implementation in other school districts. These reports will be in a format specified by the CSDE that will be provided to successful applicants when the grant is awarded. All reports must be e-mailed to [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) by the due dates specified below.

| <b>Pilot Reports and Dues Dates</b>  |                  |
|--|------------------|
| <b>Period Covered</b>  | <b>Due Date</b>  |
| First Progress Report (11/1/12 – 3/31/13)*<br><i>* Activities during this reporting period cover the initial grant award date through the first quarter.</i> | April 30, 2013   |
| Second Progress Report (4/1/13 – 6/30/13)  | July 31, 2013    |
| Third Progress Report (7/1/13 – 9/30/13)   | October 31, 2013 |
| Fourth Progress Report (10/1/13 – 12/31/13)  | January 31, 2013 |
| Fifth Progress Report (1/1/14 – 3/31/14)   | April 30, 2014   |
| Sixth Progress Report (4/1/14 – 6/30/14) and Final Report  | July 31, 2014    |

### **Submitting Applications**

Applications, IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, **must be received by 4:00 p.m. on Friday, September 28, 2012.** Extensions will not be given.

This RFP can be downloaded from the CSDE [Request for Proposals](#) Web site. An original and four (4) copies of the entire application must be submitted. The CSDE will not make copies on behalf of applicants failing to meet this requirement. The application will be deemed incomplete and ineligible for review if the required copies are not submitted.

Facsimile (faxed) and e-mailed copies of applications will not be accepted. The CSDE will only accept applications with an original signature of the authorized representative of the applicant. An original signature must also be included on the Affirmative Action Certification (Appendix H) and Standard Statement of Assurances (Appendix I), which are required components of all proposals.

Do not include any materials that are not requested in the application such as pictures, agency brochures or literature. Non-required materials will not be reviewed or returned, nor will they be considered in the review of the application.

Proposals that do not comply with the requirements of this RFP may be considered non-responsive and excluded from review. In addition, the omission of any required document or form, failure to use required formats for response, or failure to respond to any requirements may lead to rejection of the proposal prior to any formal review.

Mail or deliver applications to:

Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator  
Bureau of Health/Nutrition, Family Services and Adult Education  
Connecticut State Department of Education  
25 Industrial Park Road  
Middletown, CT 06457

All applications become the property of the CSDE and are part of the public domain.

### **Grant Contact**

For questions regarding this RFP please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov), or Susan Alston at 860-807-2081 or [susan.alston@ct.gov](mailto:susan.alston@ct.gov).

## APPLICATION PREPARATION INSTRUCTIONS

An original and four (4) copies of the entire application must be submitted. Each application must contain the information below in the order specified.

1. **Cover Page:** Complete the cover page in Appendix A with an *original signature* of the applicant's authorized representative (superintendent) and attach as the first page of the proposal. If two or more local or regional boards of education apply as a group, the application must include a separate cover page for each district.
2. **Grant Proposal (10 pages maximum):** Using the format provided in Appendix B, provide a concise plan for the School Nutrition Rating System Pilot Program that includes *the nine components specified below in the order indicated, as described on pages 6-7.*
  - Objectives
  - Pilot Team
  - Partnerships
  - Nutrition Rating System
  - Training and Education for School Staff
  - Nutrition Education for Students and Families
  - Marketing Campaign
  - Evaluation
  - Timeline

The grant proposal must be typed, using font size 12, on one side only of standard size paper with each page clearly and consecutively numbered (not including attachments) and in the required order and format. The proposal must be limited to 10 pages, excluding the following required attachments: pilot schools (Appendix C); team members (Appendix D); budget (Appendix E); budget narrative (Appendix F); Group Application Agreement (Appendix G); Affirmative Action Certification (Appendix H); and Statement of Assurances (Appendix I).

**Budget:** Complete the ED114 budget form (Appendix D) using the budget object codes specified on page 18. Complete the budget narrative (Appendix F) by providing a *detailed description* of the proposed use of funds for each line item amount listed on the budget page and include the basis for determining these amounts. Both the budget and the narrative should be aligned with the activities described in the proposal and clearly justify the effective and efficient use of funds.

For group applications, the budget must reflect any sub grants from the lead district to the other districts in the group, including the specific proposed expenditures.

3. **Assurances:** Complete and attach the Affirmative Action Certification (Appendix H) and Statement of Assurances (Appendix I). Each form must have an *original signature* from the applicant's authorized representative (superintendent). For group applications (two or more local or regional boards of education), only the lead district must submit the Affirmative Action Certification and Statement of Assurances.

A team of grant readers will review each proposal based on the selection criteria on pages 6-7. Appendix H contains the rating form that will be used by the grant readers to review all proposals. Appendix H is for applicants' informational purposes only and should **not** be submitted as part of the application.

## **APPLICATION REQUIREMENTS**

### **Obligations of Grantees**

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Sections 4a-60 and 4a-60a of the C.G.S. and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and at such time as may be prescribed by the Commission on Human Rights and Opportunities.

### **Assurances**

Each application must include a Statement of Assurances signed by the authorized official of the district (see Appendix I).

### **Freedom of Information Act**

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), Section 1-200 et seq of the C.G.S. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

**Appendix A**  
RFP #401  
Public Act 12-1  
August 2012

**COVER PAGE**  
**Connecticut State Department of Education**  
**School Nutrition Rating System Pilot Program (2012-13)**

This application is for (*check one*):

single applicant (one local or regional board of education)

group applicant (two or more local or regional boards of education)  
*Each district in a group application must complete its own cover page.*

If group applicant, indicate lead district: \_\_\_\_\_

District Name: \_\_\_\_\_

Sponsor Agreement Number (for the USDA Child Nutrition Programs): \_\_\_\_\_

Total Student Enrollment: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_ Fax: ( ) - \_\_\_\_\_

E-mail: \_\_\_\_\_

Did the district certify “yes” to healthy food certification for 2012-13?  yes  no

Will the district certify “yes” to healthy food certification for 2013-14?  yes  no

I, the undersigned authorized chief administrative official of this agency, submit this application on behalf of the participating agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all pilot requirements and that the Statement of Assurances and all other assurances made herein will be fully implemented.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Authorized Representative*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Authorized Representative*

## **Appendix B PROPOSAL FORMAT**

**The proposal must include all of the components specified below in the order indicated.** The proposal cannot exceed 10 pages maximum excluding the following: list of pilot schools (Appendix C); list of team members (Appendix D); budget (Appendix E); budget narrative (Appendix F); Group Application Agreement (Appendix G); Affirmative Action Certification (Appendix H); and Statement of Assurances (Appendix I).

1. **Objectives:** Indicate the specific measurable objectives to be achieved by the proposed project. The objectives must relate to the purpose of the School Nutrition Rating System Pilot Program.
2. **Participating Schools:** Using Appendix C, indicate the name, grade level and number of students (enrollment) for each pilot school in the applicant district or districts. Each applicant must include at least one elementary school, one middle school and one high school in the school district. In the last column, indicate the date that each school's HUSSC application was submitted or will be submitted to the CSDE.
3. **Pilot Team:** Using Appendix D, list all members of the pilot team and obtain original signatures for each team member. Describe the pilot team's role in developing and implementing all required components of the School Nutrition Rating System Pilot Program (see Selection Criteria on pages 6-7).
4. **Partnerships:** List and describe any partnerships that will support the pilot project, such as school or community organizations. Indicate any additional revenue sources or in-kind contributions from these partnerships that will assist with implementation in year 2, in the event that additional state funds are not available.
5. **Nutrition Rating System:** Provide a detailed description of the selected nutrition rating system, why the system was chosen and specific information on how it will work in the school cafeteria. Include the Web links, if available, to any applicable resources. Describe how the nutrition rating system will coordinate with the Connecticut Nutrition Standards and the HUSSC. Identify how the rating system will address nutrient-dense foods that are naturally high in healthy fats (such as nuts or eggs) or naturally occurring sugars (such as fruits and milk). Identify the schedule (timeline) for implementing the rating system for all foods in the pilot schools and how it corresponds to the required deadlines (see Selection Criteria on pages 6-7). Identify how the district will develop guidance to be reported to the CSDE on using the nutrition rating system to assist with purchasing decisions for school food service.
6. **Training and Education for School Staff:** Describe how the district will develop, implement and evaluate a plan for training and education for school staff, including: 1) training for school food service staff on implementing the nutrition rating system in the cafeteria; and 2) education for school personnel, including teachers, administrators and other school staff, on how to use the nutrition rating system.
7. **Nutrition Education for Students and Families:** Describe the planned education for students and families on how to use the nutrition rating system. Describe how the district will develop,

implement and evaluate a plan to coordinate the nutrition rating system with nutrition education activities throughout the district. The plan must include:

- a description of the specific nutrition education activities for students, including the grade levels involved, and the frequency (number of times) and amount (number of hours) during the grant period;
- how the nutrition rating system will be integrated with the district’s health education curriculum and, if applicable, the family and consumer sciences curriculum;
- how the nutrition rating system will be integrated with the district’s school wellness policy; and
- how families will be educated about the nutrition rating system to help their children make healthy choices.

8. **Marketing Campaign:** Describe how the district will promote the nutrition rating system to students, school staff and families in the pilot schools, including specific strategies for development, implementation and evaluation. The plan must include specific strategies for how the district will promote the nutrition rating system to these groups and evaluate the effectiveness of all promotional activities.
9. **Evaluation:** Describe how the district will develop and implement a plan to evaluate the nutrition rating system’s impact on student food purchases. This plan must include specific strategies for how the district will collect and evaluate data on student food purchases including a comparison of baseline data from before the pilot began to data obtained during the pilot.
10. **Timeline:** Develop a detailed timeline that describes all planned activities to implement and evaluate the pilot, e.g., team meetings, selection of nutrition rating system, rating of food products, schedule to phase in rating system for meals and a la carte foods and beverages, training for school staff, nutrition education for students and families, marketing activities and data collection on student food purchases. *Be specific and include appropriate activities for each of the components specified on pages 13-14.* Use the format below to provide this information.

| Date | Activity | Person(s) Responsible |
|------|----------|-----------------------|
|      |          |                       |
|      |          |                       |

11. **Budget:** Complete the ED114 budget form (Appendix E) and provide a detailed budget narrative (Appendix F) that includes a description and justification for each budget line item and the basis for determining these amounts.
12. **Affirmative Action Certification:** Complete and attach Appendix H. This statement must have an original signature of the authorized representative of the applicant.
13. **Statement of Assurances:** Complete and attach Appendix J. This statement must have an original signature of the authorized representative of the applicant.

**Appendix C  
PILOT SCHOOLS**

Indicate the name, grade level and number of students (enrollment) for each pilot school in the applicant district. In the last column, indicate the date that each school’s HUSSC application was submitted or will be submitted to the CSDE.

| School | Grade Levels | Number of Students (Enrollment) | Date of HUSSC Application |
|--------|--------------|---------------------------------|---------------------------|
| 1      |              |                                 |                           |
| 2      |              |                                 |                           |
| 3      |              |                                 |                           |
| 4      |              |                                 |                           |
| 5      |              |                                 |                           |
| 6      |              |                                 |                           |
| 7      |              |                                 |                           |
| 8      |              |                                 |                           |
| 9      |              |                                 |                           |
| 10     |              |                                 |                           |
| 11     |              |                                 |                           |
| 12     |              |                                 |                           |
| 13     |              |                                 |                           |
| 14     |              |                                 |                           |
| 15     |              |                                 |                           |
| 16     |              |                                 |                           |
| 17     |              |                                 |                           |
| 18     |              |                                 |                           |
| 19     |              |                                 |                           |
| 20     |              |                                 |                           |
| 21     |              |                                 |                           |
| 22     |              |                                 |                           |

*Attach additional pages of Appendix C if necessary.*

**Appendix D**  
**TEAM MEMBERS**

Identify all members of the district’s team for the School Nutrition Rating System Pilot Program. The team must include: 1) food service director; 2) school administrator; 3) school nurse; 4) teacher; 5) student; 6) parent; and 7) community organization representative. Teams are also encouraged to include other individuals as appropriate to local needs.

| Team Member Name | Title                             | Signature | Date |
|------------------|-----------------------------------|-----------|------|
| 1                | Food Service Director (Required)  |           |      |
| 2                | School Administrator (Required)   |           |      |
| 3                | School Nurse (Required)           |           |      |
| 4                | Teacher (Required)                |           |      |
| 5                | Student (Required)                |           |      |
| 6                | Parent (Required)                 |           |      |
| 7                | Community Organization (Required) |           |      |
| 8                |                                   |           |      |
| 9                |                                   |           |      |
| 10               |                                   |           |      |
| 11               |                                   |           |      |
| 12               |                                   |           |      |
| 13               |                                   |           |      |
| 14               |                                   |           |      |
| 15               |                                   |           |      |

**Appendix E  
BUDGET FORM**

ED 114 FISCAL Year 2013

|   |   |                    |
|---|---|--------------------|
| GRANT <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/> |   |                    |
| GRANTEE NAME:   |   | TOWN CODE:         |
| GRANT TITLE: <b>School Nutrition Rating System Pilot Program</b>            |   |                    |
| PROJECT TITLE:  |   |                    |
| CORE-CT CLASSIFICATION:<br>FUND: 11000 SPID: 10020 PROGRAM: 82079           |   |                    |
| BUDGET REFERENCE: 2013 CHARTFIELD1: 170036                                  |   |                    |
| GRANT PERIOD: 11/1/12-6/30/13   |   | AUTHORIZED AMOUNT: |
| <b>CODES</b>  | <b>DESCRIPTIONS</b>                           | <b>BUDGET</b>      |
| 100   | Personal Services – Salaries                  |                    |
| 200   | Personal Services – Employee Benefits         |                    |
| 300   | Purchased Professional and Technical Services |                    |
| 500   | Other Purchased Services                      |                    |
| 600   | Supplies                                      |                    |
| 800   | Other Objects                                 |                    |
|   | <b>TOTAL</b>                                  |                    |

\_\_\_\_\_ Original Request Date  
 \_\_\_\_\_ Revised Request Date

\_\_\_\_\_ State Department of Education  
 Program Manager Authorization

\_\_\_\_\_ Date of Approval

## Budget Object Codes

This list is a description of the CSDE budget codes to be used in designing the School Nutrition Rating System Pilot Program budget.

- 100 Personal Services - Salaries.** Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.
- *Indicate each person's title and describe their specific work related to the pilot program. Indicate each person's hourly rate and the total number of hours per week or per month that will be charged to the grant. If benefits are charged to the grant, indicate the percentage of benefits appropriate to the actual hours worked.*
- 200 Personal Services - Employee Benefits.** Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.
- *Indicate each person's percentage of benefits appropriate to the actual hours worked.*
- 300 Purchased Professional and Technical Services.** Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
- *Indicate the specific cost of the nutrition rating system and associated technical assistance.*
- 500 Other Purchased Services.** Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
- 600 Supplies.** Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Includes instructional supplies and educational materials (consumable items purchased for instructional use).
- *List the specific resources, cost per item and Web links, if available.*
- 800 Other Objects.** Amounts paid for goods and services not otherwise classified above.



**Appendix G  
Group Applicant Agreement**

*Complete for group application only (two or more local or regional boards of education).*

**Lead District**

District Name: \_\_\_\_\_

I, the undersigned authorized chief administrative official of this agency, agree that my school district will serve as the lead district in partnership with the district(s) listed below to fully implement all requirements of the School Nutrition Rating System Pilot.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*Authorized Representative*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized Representative*

**Partner District 1**

District Name: \_\_\_\_\_

I, the undersigned authorized chief administrative official of this agency, agree that the school(s) listed in Appendix C will partner with the lead district and any other partner districts specified in this agreement to fully implement all requirements of the School Nutrition Rating System Pilot.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*Authorized Representative*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized Representative*

**Partner District 2 (if applicable)**

District Name: \_\_\_\_\_

I, the undersigned authorized chief administrative official of this agency, agree that the school(s) listed in Appendix C will partner with the lead district and any other partner districts specified in this agreement to fully implement all requirements of the School Nutrition Rating System Pilot.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*Authorized Representative*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized Representative*

**Partner District 3 (if applicable)**

District Name: \_\_\_\_\_

I, the undersigned authorized chief administrative official of this agency, agree that the school(s) listed in Appendix C will partner with the lead district and any other partner districts specified in this agreement to fully implement all requirements of the School Nutrition Rating System Pilot.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*Authorized Representative*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized Representative*

*Attach additional pages of Appendix G if necessary.*

Application Number: \_\_\_\_\_

**Appendix H  
Applicant Rating Form**

Total Score: \_\_\_\_\_ Percent: \_\_\_\_\_

*Note: This page is for informational purposes only and should not be submitted as part of the application. This form will be used by the review committee to score the grant applications.*

Applicant: \_\_\_\_\_ Number of Schools: \_\_\_\_\_

Student Enrollment: \_\_\_\_\_ Enrollment Category (Check One):  < 1,000  1,000-9,999  ≥ 10,000

**Part 1: Applicant Eligibility**

1. Does the applicant have at least one elementary, one middle and one high school?  yes  no
  2. Will the applicant participate in healthy food certification for both school years of the pilot (2012-13 and 2013-14)?  yes  no
  3. Did or will the applicant submit a HeathierUS School Challenge (HUSSC) application for each pilot school by November 1, 2012?  yes  no
  4. Does the proposal meet the formatting requirements and length limitation (10 pages without attachments) and include all required attachments (budget, budget narrative, affirmative action certification and statement of assurances)?  yes  no
  5. Is the applicant eligible to apply?  yes  no
- All answers to questions 1-4 must be "yes."*

**Part 2: Proposal Rating**

Score the grant components below based on how well the proposal meets the specified criteria. The maximum score is 195 points.

| 1. USDA Performance Standards  | No<br>25 Points        |                   | Yes<br>0 Points        |  |
|--|------------------------|-------------------|------------------------|--|
| Does the applicant exceed the USDA's threshold for NSLP performance standards violations (and if applicable, SBP performance standards) on the most recent coordinated review effort (CRE) conducted by the CSDE?  |                        |                   |                        |  |
| 2. Partnerships  | Excellent<br>10 Points | Good<br>5 Points  | Inadequate<br>0 Points |  |
| The proposal includes partnerships with other groups, such as school or community organizations, to support the pilot project. The proposal includes additional revenue sources or in-kind contributions to assist with implementation in year 2, in the event that additional state funds are not available.  |                        |                   |                        |  |
| 3. Objectives  | Excellent<br>10 Points | Good<br>5 Points  | Inadequate<br>0 Points |  |
| The project's objectives are specific, measurable and relate to the purpose of the School Nutrition Rating System Pilot Program.   |                        |                   |                        |  |
| 4. Pilot Team  | Excellent<br>20 Points | Good<br>10 Points | Inadequate<br>0 Points |  |
| <ul style="list-style-type: none"> <li>• Team includes all required members: 1) food service director; 2) school administrator; 3) school nurse; 4) teacher; 5) student; 6) parent; and 7) community organization representative.</li> <li>• Team includes other members appropriate to the project.</li> <li>• Identifies the pilot team's role in developing and implementing all components of the School Nutrition Rating System Pilot Program (components 3-8 below).</li> </ul>  |                        |                   |                        |  |
| 5. Nutrition Rating System   | Excellent<br>20 Points | Good<br>10 Points | Inadequate<br>0 Points |  |
| <ul style="list-style-type: none"> <li>• Provides detailed description of the selected nutrition rating system, why the system was chosen and specific information on how it will work in the school cafeteria.</li> <li>• Describes how the nutrition rating system will coordinate with the Connecticut Nutrition Standards and the HUSSC.</li> <li>• Identifies how the rating system will address nutrient-dense foods that are naturally high in healthy fats (such as nuts or eggs) or naturally occurring sugars (such as fruits and milk).</li> <li>• Identifies the schedule (timeline) for implementing the rating system for all foods in the pilot schools, which corresponds to the CSDE's required deadlines.</li> <li>• Identifies how the district will develop guidance for the CSDE on using the nutrition rating system to assist with purchasing decisions for school food service.</li> </ul> |                        |                   |                        |  |
| 6. Training and Education for School Staff   | Excellent<br>20 Points | Good<br>10 Points | Inadequate<br>0 Points |  |

|   |                                |                           |                                |
|---|--------------------------------|---------------------------|--------------------------------|
| <ul style="list-style-type: none"> <li>• Describes how the district will develop, implement and evaluate a plan for training and education for school staff, including: <ul style="list-style-type: none"> <li>○ training for school food service staff on implementing the nutrition rating system in the cafeteria; and</li> <li>○ education for school personnel, including teachers, administrators and other school staff, on how to use the nutrition rating system.</li> </ul> </li> </ul>   |                                |                           |                                |
| <b>7. Nutrition Education for Students and Families</b>   | <b>Excellent<br/>20 Points</b> | <b>Good<br/>10 Points</b> | <b>Inadequate<br/>0 Points</b> |
| <ul style="list-style-type: none"> <li>• Describes how the district will develop, implement and evaluate a plan to coordinate the nutrition rating system with nutrition education activities throughout the district. The plan includes: <ul style="list-style-type: none"> <li>○ a description of the specific nutrition education activities for students in the pilot schools, including the grade levels involved, and the frequency (number of times) and amount (number of hours) during the grant period;</li> <li>○ how the nutrition rating system will be integrated with the district’s health education curriculum and, if applicable, the family and consumer sciences curriculum;</li> <li>○ how the nutrition rating system will be integrated with the district’s school wellness policy; and</li> <li>○ how families will be educated about the nutrition rating system to help their children make healthy choices.</li> </ul> </li> </ul> |                                |                           |                                |
| <b>8. Marketing Campaign</b>  | <b>Excellent<br/>20 Points</b> | <b>Good<br/>10 Points</b> | <b>Inadequate<br/>0 Points</b> |
| <ul style="list-style-type: none"> <li>• Describes how the district will promote the nutrition rating system to students, school staff and families, including specific strategies for development, implementation and evaluation.</li> <li>• The plan includes specific strategies for how the district will promote the nutrition rating system to these groups and evaluate the effectiveness of all promotional activities.</li> </ul>  |                                |                           |                                |
| <b>9. Evaluation</b>  | <b>Excellent<br/>20 Points</b> | <b>Good<br/>10 Points</b> | <b>Inadequate<br/>0 Points</b> |
| <ul style="list-style-type: none"> <li>• Describes how the district will develop and implement a plan to evaluate the nutrition rating system’s impact on student food purchases.</li> <li>• The plan includes specific strategies for how the district will collect and evaluate data on student food purchases, including a comparison of baseline data from before the pilot began to data obtained during the pilot.</li> <li>• Describes how the district will develop guidance on using the nutrition rating system to assist with purchasing decisions for school food service.</li> </ul>   |                                |                           |                                |
| <b>10. Timeline</b>   | <b>Excellent<br/>20 Points</b> | <b>Good<br/>10 Points</b> | <b>Inadequate<br/>0 Points</b> |
| <ul style="list-style-type: none"> <li>• Provides a detailed, specific timeline that describes all planned activities to implement and evaluate the pilot.</li> <li>• Includes appropriate activities for each of the six components specified above (pilot team, nutrition rating system, training and education for school staff, nutrition education for students and families, marketing campaign and evaluation).</li> </ul>   |                                |                           |                                |
| <b>11. Budget</b>   | <b>Excellent<br/>10 Points</b> | <b>Good<br/>5 Points</b>  | <b>Inadequate<br/>0 Points</b> |
| <ul style="list-style-type: none"> <li>• The proposed budget is reasonable, cost effective and provides sufficient support for success of all proposed activities.</li> </ul>   |                                |                           |                                |
| <b>TOTAL SCORE</b>  |                                |                           |                                |

Note any specific strengths or weaknesses of this proposal that should be considered in the final evaluation.

Strengths:

Weaknesses:

**Appendix I**  
**Statement of Assurances**

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
STANDARD STATEMENT OF ASSURANCES  
GRANT PROGRAMS

**PROJECT TITLE:** School Nutrition Rating System Pilot Program

**THE APPLICANT:** \_\_\_\_\_ **HEREBY ASSURES THAT:**  
*(insert Agency/School/CBO Name)*

- A.** The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B.** The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C.** The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D.** The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E.** Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F.** Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G.** The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H.** The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I.** If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J.** The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;

**K.** At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

**L. REQUIRED LANGUAGE (NON-DISCRIMINATION)**

1) References in this section to “contract” shall mean this grant agreement and references to “contractor” shall mean the Grantee.

For the purposes of this section, “Commission” means the Commission on Human Rights and Opportunities.

For the purposes of this section “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. “Good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to

pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: the contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and

such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

**M.** The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

**N.** The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature: \_\_\_\_\_

Name: *(typed)* \_\_\_\_\_

Title: *(typed)* \_\_\_\_\_

Date: \_\_\_\_\_