

**APPLICANT QUESTIONS AND ANSWERS
FEED OHIO: SUMMER FOOD SERVICE PROGRAM
R-89-01-0743**

**Q & A period: December 4, 2007-December 18, 2007
Final Question and Answer Document**

December 7, 2007

Rochelle Henderson

Q1. My organization does have a summer food program for the youth in our community through our funding. Our problem we do not have a 501(c)3 - How should we obtain this?

A1. **ODJFS does not designate entities as 501(c)3 organizations. Please contact legal counsel and/or the Ohio Secretary of State in obtaining this designation.**

Kim Emch

Service Purpose Leader

Upper Arlington Lutheran Church

Q2. If a free summer lunch site (for 10 weeks of the summer) serves lunch and also has a ½ day program around the lunch, does this site need to be licensed as a childcare center?

A2. **The site does not need to be licensed as a childcare center in order to apply for the Feed Ohio RFGA. Please remember to make sure that the applicant (SFSP Sponsor) is a 501(c)3 nonprofit.**

ODJFS and GOFBCI staff involved in the Feed Ohio program can not provide any guidance on any possible need for child care licensure. Please contact your legal counsel and/or the appropriating licensing agencies. One resource for information you may find helpful is <http://ifs.ohio.gov/cdc/providers.stm>.

Dwayne Pielech, Director

Belmont County DJFS

Q3. I am the Director of the Belmont County Department of Job and Family Services and have been reviewing your Feed Ohio program. I noticed there are no locations in Belmont County, which has a high level of low-income and at-risk children and families. We would like to know how the counties/locations (tier one and tier two) sites have been selected? Also, can any locations in Belmont County be considered? These are our primary questions for now as there may be others. This sounds like a great statewide initiative and we would like to participate. Thank you for your prompt response to these questions.

A3. **ODJFS appreciates your enthusiasm for the Feed Ohio Project. The areas of need for the Feed Ohio RFGA were determined through a gap analysis of the 2007 SFSP sites. As specified in Section 3.1 A., “Targeted areas include, but are not limited to, those locations provided in Appendix B.” However, applicants must be a 501(c)3 nonprofit organization that performs year-round direct service in a particular community in order to submit an application.**

**Betsy Cornell
Food Service Supervisor
Alliance City Schools
400 Glamorgan St.
Alliance, OH 44601**

- Q4.** Is this grant only for new, faith based SFSP sponsors?
- A4.** As stated in the Feed Ohio RFGA, Section 1.1, “Applicants must be a 501 (c)3 nonprofit organization that performs year-round direct service in a particular community.” The nonprofit applicants may be past, present, or new sponsors of the SFSP, however, the applicants must establish at least two new SFSP sites in order to be eligible to receive a grant.
- Q5.** Our school district has been a sponsor for about 20 years. Can we apply for the grant to operate enrichment activities at any of our new 2008 sites?
- A5.** The Feed Ohio grants are only available to 501 (c)3 nonprofit organizations. However, school districts or other organizations may collaborate with a 501 (c)3 organization to apply for the Feed Ohio grant. In this case, the 501 (c)3 organization must be the applicant for the Feed Ohio grant. The Feed Ohio grants will help fund infrastructure and enrichment program costs for any NEW 2008 sites established by the Feed Ohio applicant/SFSP sponsor.

December 9, 2007

**Penny Meyer
Vineyard Church of Delaware**

- Q6.** Our church has a Free Food Pantry on Monday evenings. Would this be something that you could help with the Summer Food Program?
- A6.** The Feed Ohio grants are available for any current or new SFSP sponsors who are able to establish at least two NEW SFSP sites in areas of need. As stated in Section 3.1, the applicant must be able to “obtain SFSP site certification for a program running a minimum of eight weeks beginning in June 2008.” The program must run every weekday, except federal holidays.

December 10, 2007

Anne Seifert

- Q7.** What is the maximum and average award for the Feed Ohio program?
- A7.** There is no monetary value for the maximum and average awards for the Feed Ohio grants. We recognize that grantees will require different grant awards as determined by the number of new sites they establish and any unique infrastructure needs. The amounts of the Feed Ohio awards will be determined by the grantee's budget proposal. Applicants will be scored on their budget proposals to ensure that the grant amounts will match the needs of the grantee.

December 11, 2007

**Cathy Sullivan, Divisional Grants Manager
The Salvation Army
Southwest Ohio & Northeast Kentucky Division
114 E. Central Parkway
Cincinnati, Ohio 45202**

- Q8.** Can this grant be used to enhance the program and increase the number of youth served at our three sites that offered the SFSP program in 2007? Or must organizations open and operate two new sites in 2008 in addition to those they operated in 2007?
- A8.** **As stated in Section 2.1 B, the applicant must “set up at least two new and certifiable SFSP sites in areas with demonstrated need.” Applicants must open two new sites in 2008 that they did not operate in the past three years.**
- Q9.** Are staff costs (i.e. salaries and benefits for enrichment Program Directors and other key staff) allowable budget items?
- A9.** **As stated in Attachment F in the Description of Cost Categories, administrative costs include “any costs associated with paying employees, employer taxes, background checks, site insurance, and any other necessary administrative costs.” Therefore, salaries and benefits for enrichment Program Directors and other key staff are allowable budget items.**
- Q10.** Are transportation costs (i.e. bus rental for field trips and mileage for organization's vans) allowable costs?
- A10.** **Transportation costs directly related to programmatic activities are allowable costs; however, administrative transportation expenses (i.e., travel to trainings and meetings, etc.) are not allowable. Travel reimbursements will adhere to the guidelines set forth by the State of Ohio Office of Budget and Management (<http://www.obm.ohio.gov/mppr/travel.asp>).**
- Q11.** Are mileage and motel costs associated with required trainings and workshops allowable costs?)
- A11.** **Travel costs that are not directly related to programmatic activities are not allowable costs. All travel associated with trainings and workshops will not be reimbursed by GOFBCI funding.**
- Q12.** What are the funding ranges for the grant? Floor? Ceiling?
- A12.** **Please See A7.**

**Denise Humphries, Administrator
Gospel Lighthouse Church
600 Frebis Avenue
Columbus, Ohio 43206**

- Q13.** Are Franklin Co.- Columbus Ohio applicants eligible for consideration or is this grant only for the target areas indicated?
- A13.** **As specified in Section 3.1 A., “Targeted areas include, but are not limited to, those locations provided in Appendix B.” However, applicants must be a 501 (c)3 nonprofit organization that perform year-round direct service in a particular community in order to submit an application.**

December 12, 2007

Karen O'Connell
State and Federal Grants Coordinator
Mt. Healthy City Schools
7615 Harrison Avenue
Cincinnati, OH 45231

- Q14.** May a local education agency (public school district) apply for this grant?
- A14.** **Potential applicants must be a 501 (c)3 nonprofit organization that performs year-round direct service in a particular community AND comply with all the initial requirements as specified in Section 6.1, A., Phase I. Review—Initial Qualifying Criteria of the RFGA in order for the applicant to qualify for consideration of a grant award. If a local education agency is interested in applying for this grant, they may collaborate with a local 501 (c)3 nonprofit organization who meets all the qualifications for consideration of grant award, however funding will be awarded only to the applicant. In order to apply for a Feed Ohio grant, the nonprofit organization must be the SFSP sponsor and Feed Ohio applicant.**
- Q15.** Section II. Applicant Experience and Qualifications 2.1 mandatory Applicant Qualifications A. Ohio 510(c)3
May a Local Education Agency (LEA) apply to function as a Summer Feed Ohio site?
- A15.** See A14.

Becky Spreng

- Q16.** What is the deadline for submitting this grant?
- A16.** **Per Section 5.1 Proposal Submission Information, applicants' total proposal submissions (both the technical and project budget and required documents) must be received by ODJFS complete no later than 3:00 p.m., local time on January 11, 2008.**

Janet Ancog
Human Resource Worker
Salvation Army, Vermilion Service Unit

- Q17.** I am trying to understand if I will qualify for this grant. I am currently employed by the Salvation Army in a service unit in Vermilion, Ohio. Our highest rate for poverty of our schools is 30%. We currently have no summer lunch program in place. My biggest concern is the fact that our city is in both Erie and Lorain counties. How would I apply if it is by county? Or do I apply according to school district?
- A17.** **Applicants do not apply for a grant award according to county or school district. All applicants must have been approved to become a USDA SFSP sponsor through the Ohio Department of Education prior to their application submission to ODJFS. As stated in Section 2.1, "Prior to the applicant's proposal submission, the applicant must have been approved by ODE (via Appendix A, Ohio SFSP Site Application) to set up at least two new and certifiable SFSP sites in areas with demonstrated need as determined by ODE. In addition to completing Appendix A, applicants must explain in writing the need for a SFSP site at their proposed**

locations. Sites must meet all of the eligibility requirements set forth by ODE and USDA in order to qualify for funding.”

Please contact the ODE at the contact information provided in the Internet Library to learn what data you must use to demonstrate your area’s need for SFSP sites.

Q18. How do I estimate how many kids will be served?

A18. A variety of factors should be taken in account in the estimation of how many children will be served through the Feed Ohio project. Interested applicants should research information from a variety of sources, such as the Ohio Department of Education, local Departments of Job and Family Services and other sources to determine the number of eligible children in their proposed service area. In addition, applicants should also consider the capacity of their organization to deliver services through this grant.

Q19. Do the proposed sites have to meet some sort of standard? For instance, is a community center in a mobile home park acceptable?

A19. ODJFS and GOFBCI are managing this grant program for the purpose of supporting Feed Ohio sites and their enrichment programs. Questions regarding site requirements, nutrition program requirements, etc., are not the purview of ODJFS or GOFBCI. For questions of that sort, please contact the Ohio Department of Education at the contact information provided in the Applicant’s Library, Section 1.8. They will be able to answer all questions regarding SFSP regulations.

Q20. Can the site charge for this service?

A20. Sites CANNOT charge the children/guardians for the child’s participation in the SFSP meal or the enrichment program.

Q21. Can the cooking be done at one site and fed to the children at a different site?

A21. Please contact the Ohio Department of Education at the contact information provided in the Applicant’s Library, Section 1.8. They will be able to answer all questions regarding SFSP meal regulations.

Q22. What if a child's parent does not sign up for this program but wants to attend late in the season?

A22. As stated in Section 3.3, E and F:

E. SFSP Open Sites: Ensure that children participating in the enrichment program sign-in for the enrichment program ONLY. Open sites are not required to record and report the number of children that attend the site for the meal, however enrichment program participants must sign-in for recording purposes;

F. SFSP Enrolled Sites: Provide documentation that at least 50% of the children participating in the meal are eligible for USDA free and reduced-priced meals. Children that have signed up for the meal will be recorded automatically as enrichment program participants unless they elect not to participate in the enrichment activities.

Therefore, if a parent decides to sign up for the program late in the season, they may simply submit the child’s name if the child is attending a SFSP open site, and they may fill out a registration form for a child attending a SFSP enrolled site.

December 13, 2007

Katrina Seymour
Pickaway County Community Action
P.O. Box 67
469 E. Ohio St. Circleville, OH. 43113

- Q23.** Is there a cap on the number of dollars a program may request? A minimum or maximum, actually?
- A23.** **There is no minimum or maximum amount of money that can be written into the budget. Please remember that applicants' project budgets will be scored on their ability to justify all requested funds.**
- Q24.** Is there a cap for admin/indirect?
- A24.** **There is no cap for administrative or indirect costs, but please remember that applicants' project budgets will be scored on their ability to justify all requested funds.**
- Q25.** May the funding be used to support existing SFSP sites or only to expand to new sites?
- A25.** **The funding only can be used to support new SFSP sites as stated in Section 1.1, "The selected grantees will serve as USDA SFSP "sponsors" that will establish at least two new SFSP sites with enrichment programs that accompany the SFSP meal during the Summer of 2008."**
- Q26.** Do the site supervisor(s) have to be paid as employees of the grantee, or may they be on the payroll at the program site (if the grantee is different from the site where meals are distributed - like if meals are distributed at a local YMCA with the grantee a community action agency, may the site supervisor be an employee of the YMCA)?
- A26.** **The Enrichment Program Director may be on the payroll at the program site. Please remember that all Enrichment Program Directors must meet the qualifications stated in Section 2.2.**

Catherine H. Crosby

- Q27.** I reviewed the infrastructure list provided in the Appendices. Are these the only budget items along with staff that can be covered through this grant? For example, if we are designing a summer program can any of the expense for the summer program be included.
- A27.** **The infrastructure list in Appendix D contains examples of infrastructure costs; it is not an exhaustive list. Please refer to the definition of infrastructure provided in Appendix D. Any costs related to the summer enrichment program (i.e. activities surrounding the meal time) can be covered by the grant and will need to be included in your Project Budget Form (Attachment F) under "Enrichment Program Training and Curriculum Materials."**
- Q28.** In terms of staffing, is the program director the person running the nutrition program or the program director for the entire program?
- A28.** **As stated in Section 2.1, "The applicant must affirm that each proposed site will be overseen by a separate enrichment Program Director." The enrichment Program Director MUST oversee at least the enrichment program at each site. It is up to the Applicant whether the enrichment Program Director also supervises the SFSP meal.**

Robin Brandy
Project Nehemiah
434 Forest Avenue
Cincinnati, OH 45229

Q29. Can a faith-based organization that does not have a 501(c)3 apply?

A29. No.

December 14, 2007

Rev. Sue Koenig
2200 East High Avenue
New Philadelphia, OH 44663

Q29. I am the pastor of the Schoenbrunn Community Moravian Church, located in Tuscarawas County, a 2008 Feed Ohio Priority Target area. Is it possible for us to know if there are currently any Feed Ohio sponsors in our area? Although unable to be a sponsor, it may be possible for us to be an SFSP site.

A29. **FY2008 is the first year for the Feed Ohio program. However, you can find a list of 2007 SFSP sponsors at the following website: <https://oh.cnpcares.com/summer/SfspFoodServByCnty.asp>. If you have any other questions regarding SFSP sponsors and sites in your area, please contact the Ohio Department of Education at the contact information listed in the Applicant's Library.**

December 17, 2007

Debra S. Fisher
Director of Research & Development
Erie-Huron Counties Community Action Commission, Inc.
908 S. Depot Street
Sandusky, OH 44870

Q30. Reference: Page 6 of 25 - Time Frames & Funding Source:
What is the total amount of funding available for 2008 Feed Ohio SFSP grants?

A30. See A7 and A23.

Q31. Reference: Page 22 of 25 - C. Phase III - Criteria for Considering the Project Budget:
Is there an established award ceiling or floor amount?

A31. See A7 and A23.

Q32. Reference: Page 22 of 25 - Technical Performance Scoring Definitions:
What were the criteria used to select 2008 Ohio Priority Target Areas?

A32. **Please contact the Ohio Department of Education at the contact information provided in the Applicant's Library, Section 1.8. They will be able to answer all questions regarding SFSP regulations.**

Q33. Is there an allocation or percentage of funds set aside for non-target areas? Does that potential award ceiling or floor amount differ substantially from the priority target areas?

A33. There is no separate allocation set aside for non-target areas. Therefore, there is no difference in the funding for either project budget (See also A7. and A23.). Additional consideration points will be given to those applicants who establish sites in the specified target areas.

**Katherine McIntyre, Office Manager/Fiscal Manager
Community Action Council of Portage County, Inc.
PO Box 917
Ravenna, Ohio 44266**

Q34. Reference: Section II: Applicant Experience and Qualifications, page 6
The RFP states that sponsors develop 2 new sites; Would an existing site operating in a very low-income rural area be eligible if it is historically underserved and significant potential expansion is possible with the development of activities for participating youth?

A34. See A25.

Q35. Reference: Section VI: Criteria for Proposal Evaluation & Selection: 6.1 Scoring of Proposals: A. Phase I. Review-Initial Qualifying Criteria: #7, page 21

According to the RFP, 2 new sites must be developed and pre-approved and the ODE signed Site Applications must be submitted indicating that the applicant has received approval to be a sponsor for SFSP in the Summer of 2008. The SFSP applications for 2008 are not available yet. How are we supposed to get signed Site Applications for the 2008 program year from ODE in time for submission of this RFP?

A35. Appendix A, Ohio SFSP Site Application, serves as the application that applicants must complete and have approved by the Ohio Department of Education then included in their Feed Ohio grant application. As stated in Section 2.1, B., “Prior to the applicant’s proposal submission, the applicant must have been approved by ODE (via Appendix A, Ohio SFSP Site Application) to set up at least two new and certifiable SFSP sites in areas with demonstrated need as determined by ODE. In addition to completing Appendix A, applicants must explain in writing the need for a SFSP site at their proposed locations. Sites must meet all of the eligibility requirements set forth by ODE and USDA in order to qualify for funding. In the event that ODE is unable to sign the applicant’s Ohio SFSP Site Application (Appendix A), applicants must include an unsigned copy with the grant proposal. If the applicant is being considered as a Feed Ohio grant recipient, the ODE-approved SFSP Site Application must be submitted to ODJFS before the award can be effective.”

Q36. Reference: Section I: General Purpose and Applicant Information: 1.4 Overview of the Project, page 2 and/or Reference: Section VI: Criteria for Proposal Evaluation & Selection: 6.1 C. Phase III. Criteria for Considering the Project Budget, page 22

The RFP states that the if the project budget submitted is in excess of the available funding for this project, ODJFS may, at its sole discretion, negotiate with qualifying applicants for a revised project budget. There are no minimum or maximum funding levels included in the application instructions. Are there any general parameters regarding funding? (Are there minimum/maximum awards?)

A36. See A7 and A23.

December 18, 2007

**Jim Coutts
Executive Director
Appalachian Nutrition Network**

Q37. (Questioner describes several locations not listed in the targeted areas in the RFGA, then asks the following question.)

My question is, are we free to include sites we feel should be targeted but are not on the list provided in Appendix B so long as we can document the need, prove our ability to serve these sites, and prove our ability to sustain the sites in the future?

A37. See A3, A8, A17 and A19.

**Debra S. Fisher, Director of Research & Development
Erie-Huron Counties Community Action Commission, Inc.
908 S. Depot Street
Sandusky, OH 44870**

Q38. Reference: Page 6 of 25 - 2.1 Mandatory Applicant Qualifications

We currently operate 12 sites under a simplified SFSP. Can we "convert" two of those sites from a simplified SFSP to the 2008 FEED OHIO grant standards (e.g. lengthen the time frame, add the enrichment component, upgrade our infrastructure, hire Program Directors, curriculum, and transportation for each site) and still qualify for this grant?

A38. As stated in Section 2.1, "the applicant must have been approved by ODE (via Appendix A, Ohio SFSP Site Application) to set up at least two new and certifiable SFSP sites in areas with demonstrated need as determined by ODE." These sites cannot have operated as any sort of SFSP during the past 3 years.

Daniel Earle Urrea

Q39. What is the limit on funds to be requested?

A39. See A7 and A23.

Q40. What is considered a meal?

A40. Please contact the Ohio Department of Education at the contact information listed in the Applicant's Library for information regarding guidelines on meals.

Q41. Can funds be used for the cost of personnel?

A41. See A9.

Q42. Can funds be used for cost of transportation?

A42. See A10.

Q43. Are there other funds available in state to assist with food costs?

A43. Please contact the Ohio Department of Education at the contact information listed in the Applicant's Library for information regarding guidelines on meals.

Chris Gassett

Q44. Whose staff responsibility should the enrichment Program Director become (proposed site or sponsoring site)?

A44. It is the responsibility of the SFSP Sponsor/Grantee to hire enrichment Program Directors for each proposed site, however, the enrichment Program Directors also can be employed by the proposed site. As stated in Section 2.2 A, 1, "The grant applicants must: 1. Identify and assign for each proposed site a separate enrichment Program Director who must be a paid employee and has, at minimum, an Associate's Degree and at least three years of experience working with children in a school setting, after-school program, enrichment program, or camp setting."

Q45. Please explain the qualifying process of certification (including expected date and timeline) of proposed sites to determine program eligibility to participate in SFSP?

A45. All applicants must have been approved to become a USDA SFSP sponsor through the Ohio Department of Education prior to their application submission to ODJFS. As stated in Section 2.1, "Prior to the applicant's proposal submission, the applicant must have been approved by ODE (via Appendix A, Ohio SFSP Site Application) to set up at least two new and certifiable SFSP sites in areas with demonstrated need as determined by ODE. In addition to completing Appendix A, applicants must explain in writing the need for a SFSP site at their proposed locations. Sites must meet all of the eligibility requirements set forth by ODE and USDA in order to qualify for funding."

Please contact the ODE at the contact information provided in the Internet Library to learn what data you must use to demonstrate your area's need for SFSP sites. Please also read A1 of this document.

Q46. Is there an established curriculum developed for use with proposed sites or is there a set of guidelines by which to follow when developing such curricula? If so, please provide additional information.

A46. Applicants have the ability to create their own curricula as long as they follow the guidelines set forth in Section 3.3; C. Execute proposed enrichment program(s) at each proposed site around the SFSP meal that will run for the same duration as the SFSP. The enrichment program must contribute to the participant's social and academic development, physical fitness, and nutrition education. The curriculum must be ready for use by the opening day of the site in June 2008. The enrichment program activities must run for a duration of at least 1.5 hours surrounding lunchtime; D. The enrichment Program Director will attend The Ohio State University Extension nutrition education trainings and incorporate activities from the "Jump into Food and Fitness" curriculum into the enrichment program (please see Appendix C for more information). This training cost must be included in the Project Budget.

Q47. Is there an established curriculum or set of guidelines to be used by proposed sites for development and enrichment of children activities?

A47. See A46.

Q48. Are proposed sites considered subcontractors?

A48. **Proposed sites are not considered subcontractors. The grantee will have total financial responsibility for the Feed Ohio funding used by the grantee and their sites.**

Q49. Will consideration be given to proposals which include explanation of Summer Food Service Program into counties not identified in tiers 1 and 2 of RFGA?

A49. **As specified in Section 3.1 A., “Targeted areas include, but are not limited to, those locations provided in Appendix B.”**

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFGA#: R-89-01-0743.**