



**United States  
Department of  
Agriculture**

December 11, 2007

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

Dear State Directors:

The Child Nutrition and WIC Reauthorization Act of 2004, P.L. 108-265, authorizes the Food and Nutrition Service (FNS) to award \$4,000,000 beginning in fiscal year (FY) 2005 and for each of the following fiscal years thereafter, to State Agencies (SAs) for administrative reviews and training grants for selected local educational agencies. FNS is soliciting proposals for funding (FY 2008) from SAs that have identified local educational agencies which have demonstrated a high level of, or a high risk for, administrative error.

Subject to availability, the \$4,000,000 available for Administrative Reviews and Training Grants in FY 2008 will be awarded to SAs on a competitive basis with priority given to those SAs that have not received a grant previously. We encourage you to apply for funding in an effort to improve program integrity and administrative accuracy by decreasing administrative errors in those local educational agencies identified as having problems or where problems are likely to arise. In recognition of the role of technology in effectively and efficiently managing the Child Nutrition Programs, SAs may also wish to consider the utilization of technological solutions as long as they demonstrate an ability to address administrative errors through the use of targeted administrative reviews and increased training in error prone SFAs. When preparing your application for funding, please provide information about the problems identified, a list of activities that would be performed to address these problems, a list of School Food Authorities (SFAs) affected, the priority in which they will be reviewed or trained, the number of schools within each SFA, and enrollment of the SFA/school targeted for review or training.

FNS staff will evaluate all proposals and select those that provide the most comprehensive approach. Since intensive program oversight can be a key factor in achieving permanent corrective action in SFAs which exhibit ongoing program accountability problems, FNS will give special weight to proposals which emphasize increased review activity in error prone SFAs. Therefore, up to six (6) additional points will be added to SA proposals which have a greater emphasis on increased review activity in error prone SFAs. These additional points will be added to the panel's total score, so that the maximum total points a proposal could receive is 106.

Enclosed for your use in preparing your application are the following: 1) Request for Application; 2) Applicable attachments; 3) Form SF-424, Application for Federal Assistance; 4) Form SF-424A, Budget Information; 5) Form SF-424B, Assurances-Non Construction Programs; and 6) Certification/Disclosure Requirements Related to Lobbying.

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All grant applications must be **received** by FNS on or before **5:00 p.m. Eastern Standard Time (EST), March 12, 2008**. Applications must be mailed directly to FNS at the address noted in the Request for Applications or submitted electronically by accessing [www.grants.gov](http://www.grants.gov). Applications submitted via email or fax **will not** be accepted. If you choose to mail the application, we strongly suggest using a mail delivery service that guarantees delivery and allows you to track delivery to FNS.

If you opt to submit the application via the [www.grants.gov](http://www.grants.gov) website, there are a number of steps in the registration process that will be required before the application may be submitted electronically (See the attached Request for Applications). Please be aware that in order to use the grants.gov system, the user will need to register online and obtain both a Data Universal Number (DUNS) and a Contract Registry Number. Thus, it is very important that users of the grants.gov system familiarize themselves with the requirements for system use. Please note, a DUNS number is required to complete the application regardless of how it is submitted. When using the grants.gov portal to apply, we strongly recommend that you submit the online application at least two weeks prior to the application due date in case there are problems with the government-wide website and you want to submit your application via a mail delivery service. Applicants must also send an email to [Deborah.Shore@fns.usda.gov](mailto:Deborah.Shore@fns.usda.gov) advising that the application was submitted through the grants.gov portal. This email notification must be received no later than 5:00 p.m. EST on the due date.

Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet the **March 12, 2008, 5:00 p.m. EST due date**. Late applications will not be considered in the competition. Furthermore, we will not consider additions or revisions to applications once they are received by FNS.

If you have any questions, please contact Deborah Shore, Grants Officer, at (703) 305-2184. We look forward to receiving your application for Administrative Reviews and Training funding.

Sincerely,

**Original Signed**

LAEL J. LUBING  
Director  
Grants Management Division

**Original Signed**

STANLEY C. GARNETT  
Director  
Child Nutrition Division

Enclosures