


March 28, 2025

**TO:** Eligible Applicants  
**FROM:** Dr. Tony Sanders   
State Superintendent of Education

**SUBJECT: NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP): Fiscal Year 2026 School Breakfast Program Expansion Grant**

**CSFA Number:** 586-84-3294  
**CSFA Title:** School Breakfast Program Expansion Grant  
**CFDA Number:** 10.579  
**CFDA Title:** Child Nutrition Discretionary Grants

## Program Overview

### *Eligibility and Application Information*

#### **Executive Summary:**

Section 23 (42 USC § 1793, as amended by Section 105 of the Healthy Hunger-Free Kids Act of 2010 [PL 111-296](#)) of the Child Nutrition Act of 1966 authorizes funds to provide grants on a competitive basis to state agencies to expand the [School Breakfast Program](#) (SBP).

The Illinois State Board of Education (ISBE) was awarded a [School Breakfast Program Expansion Grant](#) to provide sub-grants to Local Education Agencies (LEAs), not to exceed \$10,000 per qualifying school or group of qualifying schools to establish, maintain, or expand the SBP. Sub-grant awards were made in FY 2025, totaling \$810,000.

For this FY 2026 funding opportunity, ISBE expects to award up to an additional \$993,620 in sub-grants to eligible LEAs.

#### **Eligible Applicants:**

An applicant must be an LEA in Illinois that is also an approved School Food Authority (SFA) with a qualifying school or group of qualifying schools as defined in Section 4(d)(1) of the Child Nutrition Act.

See the list of qualifying schools, [here](#).

Priority will be given to SFAs in which at least 75 percent of the students within the qualifying school or group of qualifying schools are eligible for free or reduced-price school lunches as specified by the National School Lunch Program (NSLP).

“Local Education Agency” is defined by [34 CFR § 303.23](#) and includes public school districts, charter schools, and Regional Offices of Education.

“School Food Authority” refers to the governing body that is responsible for one or more schools and has the legal authority to operate the National School Lunch Program and/or School Breakfast Program therein. See [7 CFR § 210.2](#) “School food authority.”

The term “qualifying school” means a school in severe need, as described in 42 USC § 1773(d). This includes only schools (having a School Breakfast Program or desiring to initiate a School Breakfast Program) in which 40 percent or more of the NSLP lunches served to students at the school were served free or at a reduced price during the most recent second preceding school year for which lunches were served.

### **Application Limitation:**

Only one application per entity will be accepted. An entity will be determined by its Federal Employer Identification Number (FEIN).

### **Application Ineligibility:**

An application will be deemed ineligible and will NOT be read if any of the following is applicable:

- The application is not signed by an authorized representative on page 3 of Attachment 1.
- The application is submitted prior to the applicant obtaining a Region County District Type (RCDT) code.
- The applicant does not complete Steps 1- 3 of the State of Illinois Grant Accountability and Transparency Act (GATA) [prequalification process](#) prior to submitting an application.
- The application is submitted after the deadline of 4 p.m. on May 8, 2025.
- The application includes any schools that are not a [qualifying school](#).

**NOTE:** GATA requires applicants to complete prequalification requirements before applying for any grant. Grant applications must be submitted by the application deadline indicated in this NOFO/RFP. Applicants are advised to complete the prequalification requirements well in advance of the NOFO/RFP deadline.

Tentative awardees will be required to complete an FY 2026 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the [GATA Grantee Portal](#), an FY 2026 Organizational Risk Assessment through the ISBE Web Application Security (IWAS) system, and the FY 2026 Programmatic Risk Assessment that is found within the electronic Grants Management System budget. Grant awards will not be executed until the FY 2026 ICQ, Organizational Risk Assessment, and Programmatic Risk Assessment are completed.

### **System for Award Management (SAM):**

Each applicant (unless the applicant is an individual or federal or state awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d)) is required to:

- i. Be registered in [SAM](#) before submitting its application;
- ii. Continue to maintain an active SAM registration with current information at all times during which it has an active federal or federal pass-through award or an application or plan under consideration by a federal or state awarding agency. ISBE may not consider an application for a federal pass-through award to an applicant until the applicant has complied with all applicable SAM requirements.

### **Region County District Type Code Requirement:**

Applicants will need to use RCDT code when applying. Applicants may verify their RCDT code on the [ISBE Region County District Type Schools \(RCDTS\) Lookup webpage](#).

**First-time applicants without an RCDT code must call or email the program contact for information on how to establish an RCDT code before applying.** Please allow up to four weeks for the processing of such a request. **An entity that submits an application prior to obtaining an RCDT code is ineligible.**

### [Code of Federal Regulations / Title 2 - Grants and Agreements](#)

### **This grant is subject to the provisions of:**

- [Grant Accountability and Transparency Act, 30 ILCS 708/1 et seq.](#)
- [Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000](#)

### **Merit-Based Review and Selection Process for Competitive Grants:**

ISBE is required to design and execute a merit-based review and selection process for applications. This process is incorporated by reference in all applicable funding opportunities. Applicants are advised to refer to the [ISBE Merit-Based Review Policy](#).

### **Grant Award:**

- Grant awards will range from a minimum of \$500 to a maximum of \$10,000 per grant recipient.
- The amount of each individual grant award will be based upon allowable costs included within the budget proposal.
- ISBE reserves the right to determine the number and amount of awards based upon the total funds appropriated for this program. It is possible that grantees may not be awarded the full amount of requested funding.
- Applicants acknowledge that any grant awards made under this RFP are conditional and may be reduced, delayed, or rescinded in the event that federal funds are not received or are received in an amount less than expected. Neither ISBE nor the State assumes any obligation to fund grants beyond the availability of appropriate federal funds.

### **Cost Sharing:**

Cost sharing is not required.

### **Grant Period:**

The grant period will begin no sooner than July 1, 2025, and will extend from the execution date of the grant until September 30, 2025. Funding is contingent upon compliance with federal and state laws, state grant-making rules, and passage of sufficient appropriations for the program. This grant is not eligible for renewal.

### **Submission Dates and Times/Other Submission Requirements:**

Applications must be received by ISBE no later than **4 p.m. on May 8, 2025**.

Directions for submission:

- The completed application must be signed by the authorized representative on page 3 of Attachment 1.
- After signing, send a copy of the entire application document (Attachments 1-4) in PDF format to the grant program contact via email. The program contact is Emily Durbin at [edurbin@isbe.net](mailto:edurbin@isbe.net).
- The grant program contact will send an email reply within two business days to confirm that the application is received by ISBE.

Late proposals will not be accepted.

### **Grant Award Notice:**

It is anticipated that successful applicants will receive a Notice of Award via email approximately 90 days after the application deadline. The award letter is NOT an authorization to begin performance or expenditures. After the merit-based appeal timeframe has ended, awardees will receive additional information from the program area that includes the next steps for finalizing the grant. Monies spent prior to programmatic approval are done so at the applicant's own risk.

### **Non-Award Notice:**

It is anticipated that unsuccessful applicants will receive a Notice of Non-Award via email approximately 90 days after the application deadline. Unsuccessful applicants are advised to refer to the [ISBE Merit-Based Review Policy](#).

### **Technical Assistance Session:**

Technical assistance is available through the agency contact listed below.

### **Agency Contact/Contact to Request Application Package:**

Contact Emily Durbin at [edurbin@isbe.net](mailto:edurbin@isbe.net) for more information on this NOFO/RFP.

### **Changes to NOFO/RFP:**

If ISBE makes any changes/updates to the NOFO/RFP, it will be posted on the ISBE [Funding Opportunities webpage](#) prior to May 2, 2025. Applicants are advised to check the site before submitting a proposal.

## General Information

### *Program Background and Description*

#### **Program Purpose:**

ISBE will administer the FY 2026 School Breakfast Program Expansion Grant with the overall goal of expanding the School Breakfast Program in qualifying schools in Illinois.

#### **Program Description:**

Eligible SFAs may request up to \$10,000 to establish, maintain, or expand the School Breakfast Program in the SFA's qualifying school(s).

The FY 2026 School Breakfast Program Expansion Grant consists of a project component, grantee training/collaboration, and reporting on program analysis/project feedback.

##### **A. Project Component**

SFAs submit a project proposal as part of their grant application indicating how they will utilize grant funding in support of the grant program's Key Objectives, which are listed below.

##### **Key Objectives:**

1. Improve quality and nutritional standards of breakfast food served using less sodium and sugar and serving a variety of protein sources, whole grains, milk, fruits, and vegetables.
2. Establish, maintain, or expand a School Breakfast Program within qualifying schools.
3. Increase School Breakfast Program participation in qualifying schools.

All proposed project activities must align with and support achievement toward meeting program objectives for qualifying schools. Examples of allowable grant activities include, but are not limited to:

- Marketing/event activities and materials to promote the School Breakfast Program to students in qualifying schools.
- Purchase or renovation of equipment that is needed for operation of the School Breakfast Program in qualifying schools.
- Staffing needs for operation of the School Breakfast Program in qualifying schools.
- Travel expenses for relevant LEA/school personnel to attend in-person training related to this grant.

##### **B. Training and Collaboration**

As part of this opportunity, grant recipients are required to participate in grant-related training and collaboration meetings/events.

- All key personnel directly involved with the grant project should attend the virtual kickoff event. At a minimum, this should include the person responsible for oversight and implementation of the grant. This meeting will take place in July 2025; participants will be notified of date and time when they become available.
- School nutrition program personnel directly employed by the SFA are required to attend a one-day, in-person regional training event. There will be three regional training events

(north, central, and southern parts of the state) that will take place at a local community college in each of the respective areas. Grantees are only required to attend one of the regional trainings, as the same training will be conducted at each location. The first portion of the day will be hands-on training with culinary program instructors, during which training participants will learn ways to improve quality and nutritional standards of breakfast food using less sodium and sugar and serving a variety of protein sources, whole grains, milk, fruits, and vegetables. The second part of the day will be training conducted by ISBE staff on SBP meal pattern requirements and other regulatory items. Specific locations/dates for the regional training events will be shared with grantees once those details are finalized. Each grantee must send at least one school nutrition program employee of the SFA to the regional training event. Grantees may utilize grant funds to facilitate school nutrition personnel attendance at the regional training event (not to exceed 5 percent of the SFA's total grant award). This may include costs that are necessary and reasonable for travel to the training location and/or expense for substitute coverage for school nutrition program personnel on the day of the training. These workshops will take place during July 2025; participants will be notified of dates and locations when they become available.

#### C. Program Analysis and Project Feedback

Items required within this section are intended to aid in analysis of program effectiveness and to facilitate gathering of information to meet reporting requirements of the federal awarding agency.

- Each SFA that receives a grant under this program must conduct an evaluation to determine whether electing to provide universal free breakfasts under the School Breakfast Program would be cost-effective for the qualifying schools based on estimated administrative savings and economies of scale. Results of the evaluation must be submitted to ISBE no later than September 1, 2025.
- All grant recipients shall submit a breakfast menu for the qualifying school(s) for the last full serving month of school year 2024-25, if they were operating SBP in any of the qualifying schools prior to grant implementation. This deliverable is due to ISBE no later than July 30, 2025.
- Grant recipients shall submit a breakfast menu for the qualifying school(s) for the month of September 2025. This deliverable is due to ISBE no later than September 30, 2025.

#### **Federal Description:**

School Breakfast Program Expansion Grants are available to eligible state agencies to provide sub-grants to LEAs for qualifying schools to establish, maintain, or expand the School Breakfast Program.

See the [USDA FY 2023 School Breakfast Program Expansion Grant – State Agencies and District of Columbia webpage](#).

#### **Program Background/History:**

The SBP is a federally assisted meal program that was established in 1966. It provides categorical grants to assist public and nonprofit private schools and residential childcare institutions that serve breakfasts to “nutritionally needy” children. The SBP operates in the same manner as the NSLP.

### Policy Requirements:

All federal and state regulations for grant funding, including [2 CFR 200.405](#), must be followed.

See [Fiscal Policies/Procedures/Requirements Handbook](#).

### Performance Measures:

- All key personnel including, but not limited to, the SFA's grant coordinator and food service director/staff are expected to attend the virtual kickoff meeting and regional training event.
- Grantees must evaluate the cost-effectiveness of providing universal free breakfasts in qualifying schools and provide the results of the evaluation to ISBE by September 1, 2025.

### Targets:

#### Quarter 1

- Key personnel attend the virtual kickoff event.
- School Nutrition Program personnel attend one of the in-person regional training events.

### Performance Standards:

- At least one key personnel directly employed by the SFA must attend the virtual kickoff meeting and regional training event.
- Grantees must evaluate the cost-effectiveness of providing universal free breakfasts in qualifying schools and provide the results of the evaluation to ISBE by September 1, 2025.

### Deliverables and Milestones:

KEY DATES AND EVENTS		
EVENT	TYPE	DATE
Kickoff event	Virtual	July 2025
Regional trainings	In Person	July 2025

DELIVERABLES		
	DESCRIPTION	DUE DATE
1	School Breakfast Program menu for each qualifying school for April or May 2025	July 30, 2025
2	Universal breakfast cost analysis report	September 1, 2025
3	School Breakfast Program menu for each qualifying school for the month of September 2025	September 30, 2025

## ***Funding Information***

### **Introduction:**

- Total amount of funding available for this opportunity is \$993,620.
- Expected amount of funding per individual award is \$500 - \$10,000 per SFA.
- It is anticipated that approximately 100 sub-grants will be awarded.

### **Allowable/Unallowable Costs:**

Grant funds may be used to carry out activities in accordance with the three [Key Objectives](#) in support of qualifying schools. This may include activities, such as:

- Improve meal quality and supporting healthy and appealing breakfasts that meet the current standards and support stronger nutrition standards, including reducing added sugar and sodium, increasing and promoting a variety of protein sources, whole grains, milk, fruits, and vegetables.
- Establish, promote, or expand a School Breakfast Program.
- Extend the period during which school breakfast is available during the day (e.g., staff costs, outreach activity to increase participation, small equipment costs, breakfast in the classroom).
- Purchase equipment that allows you to increase the type, quantity, or quality of food available for students.

### **ALLOWABLE costs include, but are not limited to:**

#### **• Equipment**

Equipment costs are allowable if they are specifically approved beforehand by ISBE. Equipment costs must be justified within the proposal with enough detail to support that the equipment is necessary and reasonable to carry out project activities.

- ✓ Acquisition of equipment, including the cost to ready the equipment for its intended use:
  - Net invoice price of the equipment (list price, net of any discounts).
  - Cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it is acquired.
  - Installation costs.
  - Shipping, freight, or delivery costs.
- ✓ Equipment renovation -- Additions, improvements, modifications, replacements, or alterations to existing equipment that significantly extends its useful life and/or materially increases its value (not ordinary repairs or maintenance):
  - Service charge/labor.
  - Parts/materials.

#### **• Marketing/Event Materials**

Marketing materials that will be utilized in establishing, maintaining, or expanding the School Breakfast Program:

- ✓ Posters and signage.
- ✓ Event invites, décor, etc.



- **Staffing**

Staffing costs must be for SBP purposes. Please note: This is a one-time grant with a limited grant period and maximum funding amount of \$10,000. Please ensure you are aware of this if attempting to use the funds for staffing purposes.

- ✓ Hiring temporary staff to pilot a new breakfast item or service (smoothie bar, made to order omelets, etc.).
- ✓ Additional staff hours to implement the SBP.

- **In-Person Training/Travel Costs** (not to exceed 5 percent of the total grant award)

The regional in-person training, which will be held in July 2025 for school nutrition program personnel, is required and grant funds can be used to facilitate attendance.

- ✓ Hotel (if overnight stay is necessary).
- ✓ Fuel/mileage.
- ✓ Substitute coverage to allow school nutrition program personnel to attend.

**UNALLOWABLE costs include, but are not limited to:**

- ⊗ Remodeling of the food service area or cafeteria.
- ⊗ Facility renovation or construction costs (building improvements).
- ⊗ Prior purchases -- Funds may not be used to retroactively reimburse or pay for expenditures that were incurred prior to the grant award.
- ⊗ Food (unless being used for specific situations such as demonstrations).
- ⊗ Any materials/expenses over the awarded amount.
- ⊗ Travel costs in excess of the 5% limitation.

**Cost Sharing or Matching:**

There are no matching requirements associated with this grant.

Grant funds made available under this opportunity must not diminish or otherwise affect the expenditure of funds from state and local sources for the maintenance of the School Breakfast Program.

**Indirect Cost Rate:**

Federal Uniform Guidance 2 CFR 200 requires that grantees be provided the opportunity to seek indirect cost reimbursements based on negotiated indirect cost reimbursement rates. Rates are determined and applied as follows.

**Local Education Agencies**

- Local Education Agency (LEA) indirect cost rates are developed in accordance with a delegation of authority agreement between ISBE and the U.S. Department of Education (ED). The plan includes both a restricted and unrestricted rate for each individual LEA. Both the restricted and unrestricted LEA rates are published annually on the [ISBE Indirect Cost Rate Plan webpage](#). In the past, only the restricted rate was allowed when budgeting indirect cost reimbursements. LEAs have the ability to seek indirect cost reimbursement at the published unrestricted rate for any program other than those identified as restricted by ED.

- Newly organized LEAs, Regional Offices of Education, Intermediate Service Centers, area vocational centers, charter schools, university laboratory schools, and governmental entities formed by a joint agreement among LEAs utilize either the statewide average of LEA unrestricted or restricted indirect rates as appropriate, depending on program.
- LEAs that jointly administer federal program(s) utilize either the approved unrestricted or restricted indirect cost rates for the administrative district of the joint program as appropriate, depending on program.

#### Non-LEAs

- Programs eligible for an unrestricted indirect cost rate; not-for-profit entities; community-/faith-based organizations; and other non-LEA, non-university subgrantees utilize rates negotiated through the Governor's Office of Management and Budget centralized process wherein which they will have the option to:
  - Select the 15% de minimis rate.
  - Submit documentation supporting a rate determined via negotiation with their federal cognizant agency.
  - Negotiate a rate.
 Non-LEA, non-university grantees may initiate the unrestricted indirect cost rate negotiation process via the [GATA Grantee Portal](#).
- Federal programs requiring the use of a restricted indirect cost rate, not-for-profit entities, community-/faith-based organizations, and other non-LEA subgrantees shall utilize the 8% default rate described at 34 CFR 76.564.
- Colleges and universities will be limited to a maximum indirect cost rate of 8% or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for grants administered by ISBE.

Costs associated with Fiscal Support Services (2520), Internal Support Services (2570), Staff Support Services (2640), Data Processing Services (2660), and Direction of Business Support Services (2510) charged to the Educational Fund are properly budgeted as indirect costs.

#### **Funding Restrictions:**

Pre-award costs will not be awarded for this grant opportunity.

#### **Stevens Amendment:**

For purposes of compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), applicants are advised that 100% of the funds for this program are derived from federal sources. The total amount of federal funding involved is \$993,620.

### ***Reporting Requirements***

Periodic financial reporting completed at a minimum of quarterly via the Electronic Expenditure Reports system in IWAS.

Programmatic reporting completed annually via the Grant Periodic Reporting System in IWAS.

Universal Breakfast Cost Analysis Report submitted via email to grant program staff by Sep. 1, 2025.

## Content and Form of Application Submission

### *Instructions:*

#### **Application Content and Format**

Each application must be submitted in the format outlined below to be considered complete. A complete application will include all required components (the numbered items below) and signatures when mentioned. Please use the checkboxes in front of the numbers as a checklist when assembling your completed application. It is advised to attach a copy of the completed checklist with the application.

☐ **1. Uniform Application for State Grant Assistance (Attachment 1):**

Include the name, address, telephone, and fax numbers of the entity; email, name, and telephone number of the contact person; Federal Employer Identification Number; Unique Entity ID (UEI) number; SAM Commercial and Government Entity (CAGE) Code; and all other listed information. The Application page must be signed by the official authorized to submit proposals. First time applicants without an RCDT code must call or email the agency contact to obtain an RCDT code **before** submitting an application.

☐ **2. School Breakfast Program Expansion Grant Application (Attachment 2):**

Use only the form that is provided. Additional pages may be attached if more space is needed for any section.

☐ **3. Federal Budget Summary (Attachment 3):**

The budget **MUST** be submitted on this form. No other budget form will be accepted. District budgets **MUST** be signed by the district superintendent. Other applicants should have an authorized official sign the form.

☐ **4. Budget Summary Breakdown (Attachment 4):**

The Budget Summary Breakdown **MUST** include descriptions of the anticipated expenditures, correlated to the line items set forth on the Federal Budget Summary. The Budget Summary Breakdown should also include subcontract information, if applicable.

#### **Application Submission**

Applications must be received by ISBE no later than **4 p.m. on May 8, 2025**.

Directions for submission:

- The completed application must be signed by the authorized representative on page 3 of Attachment 1.
- After signing, send a copy of the entire application document in PDF format to the grant program contact via email. The program contact is Emily Durbin [edurbin@isbe.net](mailto:edurbin@isbe.net).
- The grant program contact will send an email reply within two business days to confirm that the application is received by ISBE.

## Review Criteria

### *Application Review and Selection Process*

All eligible applicants submitting a proposal by the deadline will be considered for an award. Selection of grantees will be made by an evaluation committee through a ranking process as described below.

Priority will be given to SFAs in which at least 75 percent of the students within the qualifying school or group of qualifying schools are eligible for free or reduced-price school lunches under NSLP. Prioritization will be achieved by using the free and reduced-price eligibility percentage of the qualifying school(s) to rank the applicants from highest to lowest eligibility.

The ranking methodology will be completed independently by three separate members of the evaluation committee. The grant program manager will then compare the results of the independent ranking to ensure consistency between them. If any discrepancies exist, the grant program manager will conduct a meeting with the three independent evaluators to collectively review the data and calculations for accuracy and identify any corrections that need to be made to the ranking.

Documentation of the independent ranking completed by each evaluator, the comparison of individual results by the grant program manager, and any discrepancies/corrections (if applicable), along with the final result of the ranking process, will be maintained within the grant award file.

Once ranking is established, funds will be allocated beginning with the highest-ranking applicant and continuing down the ranked list in order until the end of the list is reached or, until the total amount of funding available for this opportunity has been fully allocated. The amount allocated for an individual award will be the total amount budgeted by the SFA for allowable costs that are included within the application budget, not to exceed \$10,000.

#### **Tiebreaker:**

See Ranking Methodology below.

#### **Merit-Based Review:**

ISBE's evaluation process is described in section II.C. of ISBE's [Merit-Based Review Policy](#).

#### **Evaluation Criteria:**

##### **Ranking Methodology:**

- Data from the FY 2025 [annual free and reduced-price meal eligibility report](#) will be used to determine the free and reduced-price eligibility percentage for the population of students enrolled at qualifying school(s) included within each applicant's proposal.
  - For proposals with a single qualifying school, this will be the free and reduced-price eligibility percentage of that specific school, as indicated in the eligibility report.
  - For proposals with a group of qualifying schools, this will be the overall average of the free and reduced-price eligibility percentage of the group of schools, weighted by the ratio of each individual school's enrollment to the overall total enrollment of the group of schools.

- Applicants will then be sorted by percentage of free and reduced-price eligibility, from highest to lowest.
- If there are multiple applicants with the same free and reduced-price eligibility percentage, as determined above, the number of students served by the project will be the secondary factor used to determine priority among them, with higher priority given to the greater number of students. The number of students served by the project will be determined as the total number of students enrolled within the qualifying school(s) included within each applicant's proposal based on the enrollment data within the eligibility report.

## Appendix A -- Federal and USDA Requirements

Grant recipients chosen for an award from this Notice of Funding Opportunity/Request for Proposals must comply with the following regulations, principles, and assurances.

### GOVERNMENT-WIDE REGULATIONS

- [2 CFR Part 25: “Universal Identifier and System for Award Management”](#)
- [2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”](#)
- [2 CFR Part 175: “Award Term for Trafficking in Persons”](#)
- [2 CFR Part 176: “Award Term for Assistance Agreements That Include Funds Under the American Recovery and Reinvestment Act of 2009, Public Law 111-5”](#)
- [2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension \(Non-Procurement\)”](#)
- [2 CFR 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”](#)
- [2 CFR 400: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”](#)
- [2 CFR Part 415: “General Program Administrative Regulations”](#)
- [2 CFR Part 416: “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”](#)
- [2 CFR Part 417: “Non-Procurement Debarment and Suspension”](#)
- [2 CFR Part 418 “New Restrictions on Lobbying”](#)
- [2 CFR Part 421: “Requirements for Drug-Free Workplace \(Financial Assistance\)”](#)
- [41 U.S.C. Section 22 “Interest of Member of Congress”](#)
- 42 U.S.C. Section 1793 “Grants for expansion of school breakfast programs”
- Privacy Act: The cooperator/grantee shall follow the rules and procedures of disclosure set forth in the [Privacy Act of 1974, 5 U.S.C. 552a](#), and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- Freedom of Information Act (FOIA): Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the Freedom of Information regulation ([5 U.S.C. 552](#)).
- Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417.
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55).
- The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006.

## COST PRINCIPALS

- [2 CFR, Part 200: Subpart E, Cost Principles](#)

## ASSURANCE OF CIVIL RIGHTS COMPLIANCE

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189)
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000)
- All provisions required by the implementing regulations of the U.S. Department of Agriculture (USDA) (7 CFR Part 15 et seq.)
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3)
- Food and Nutrition Service (FNS) directives and guidelines to the effect that no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives federal financial assistance from USDA, and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- The USDA non-discrimination statement that in accordance with federal civil rights law and U.S. Department of Agriculture 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). This assurance is given in consideration of and for the purpose of obtaining any and all federal financial assistance, grants, and loans of federal funds, reimbursable expenditures, grant, or donation of federal property and interest in property, the detail of federal personnel, the sale and lease of, and the permission to use federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with federal financial assistance extended to the program applicant by USDA. This includes any federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the grantee agrees to compile data, maintain records, and submit records and

reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the U.S. Department of Agriculture FNS shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the grantee, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA.

## USDA REGULATIONS

- [7 CFR Part 15: “Nondiscrimination”](#)

## NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. Fax:

833-256-1665 or 202-690-7442; or

3. Email:

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.