



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

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February 28, 2017

Memorandum

To: Philip Price, Chief Financial Officer
Financial and Business Services

From: Ben Matthews, Deputy Assistant Financial Officer – Operations
Financial and Business Services

Lynn Harvey, Chief School Nutrition Services

Subject: **Intent Contract with The University of North Carolina at Chapel Hill, Center for Health Promotion and Disease Prevention (At-Risk Afterschool Meals: Assessment Report and Outreach/Implementation Plan”)**
Requisition #RQ20257268

1. Please complete the following information:

Contractor Name: Dr. Alice Ammerman, Professor, Principal Investigator

The University of North Carolina at Chapel Hill
1700 Martin Luther King, Jr. Blvd.
Campus Box 7426
Chapel Hill, NC 27599-7426
(919) 966-6080

Contract Amount: \$25,000.00

Contract Dates: March 15, 2017 – September 10, 2017

DPI Contract Contact Person and Telephone Number: Lynn Harvey 807-3506

2. Is this a contract amendment? If so, please explain fully why you are amending it.

No, this is not a contract amendment.

SCHOOL NUTRITION SERVICES

SAFE AND HEALTHY SCHOOLS SUPPORT DIVISION

Lynn Harvey, Ed.D., RDN, LDN, FAND, SNS Chief | lynn.harvey@dpi.nc.gov

6324 Mail Service Center, Raleigh, North Carolina 27699-6324 | Phone (919) 807-3506 | Fax (919) 807-3516

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3. Why are you initiating a contract? What services will you require?

The At-Risk Afterschool Meals Program helps students get the nutritious meals they need in a safe, supervised location. For many children in North Carolina, this is their only opportunity to access a healthy meal after the school day ends.

Piloted in 2009 in 13 states and Washington, DC, the program was extended to all states in 2010 under the Healthy, Hunger Free Kids Act. Through the At-Risk Afterschool Meal program, the U.S. Department of Agriculture (USDA) provides reimbursements for snacks and meals served at afterschool programs offering enrichment or education programs under USDA's Child and Adult Care Food Program (CACFP). The program is available in locations where at least 50 percent of children are eligible for free and reduced-price meals. Afterschool care programs that are currently participating in afterschool snack programs can participate in the CACFP At-Risk Afterschool Supper program.

Many afterschool programs already feed students, using money from their own budgets, because they recognize that for many students, lunch is a distant memory and they may not get an adequate healthy dinner at home. By participating in the At-Risk Afterschool Meal Program, organizations can use the money saved for additional programming, staff and outreach or to provide healthier meals to students. Additionally, evidence suggests that by providing meals, programs realize an increase in attendance and improvements in student behavior.

In prior years, the majority of Local Education Agencies (LEAs) in North Carolina were unable to access the At-Risk Afterschool Meals because administrative barriers prevent them from doing so. Data and collateral information provided through a prior task order with UNC-CH yielded results that ultimately led to a collaboration between the NC Department of Public Instruction (NCDPI) and the North Carolina Department of Health and Human Services (NCDHHS/DHHS). The information gleaned from the previous task order related to this project indicated School Food Authorities need frequent coaching, assistance and guidance to successfully implement the At-Risk Afterschool Meal Program. This task order is intended to facilitate the process of employing a dedicated member of the No Kid Hungry – North Carolina team to provide coaching and support, beyond that which is currently available from the School Nutrition Services Consultants and Specialists to support a successful transition to the At-Risk Afterschool Meal Program. By assisting the SFAs in overcoming administrative barriers and simplifying/streamlining the process for enrolling in and operating the program, the department assists in overcoming the obstacles that may prevent many hungry, food-insecure students from receiving dinner meals afterschool. Collectively, the goal of the department, the No Kid Hungry – NC Team, the NCDHHS and the UNC – CH Health Promotion/Disease Prevention Division is to support SFAs in the successful administration, operation, implementation and oversight of the At-Risk Afterschool Meals program in qualifying schools, thus making nutritious, appealing meals available to food-insecure students in the State's high poverty areas.

The goals of the project will be:

- (1) Increase the number of School Food Authorities (SFAs) in traditional public schools that are approved as Child and Adult Care Food Program (CACFP) sponsors to provide At-Risk Afterschool Meals, and
- (2) Optimize student access through healthy meals through the At-Risk Afterschool Meal Program.

The following deliverables will reflect completion of the terms and conditions of the Contract:

- (1) The team will dedicate a School Nutrition Specialist (graduate student) as an At-Risk Afterschool Meal Program “Navigator” to provide support, coaching and guidance to School Nutrition Directors and local staff who express interest in applying to participate in the CACFP At-Risk Afterschool Meal program, including but not limited to assisting interested local School Nutrition Directors consider whether the At-Risk Afterschool Meal Program is a good fit for their district, supporting School Nutrition Directors prepare the application and respond to corrections/comments from the NCDHHS and provide continued support throughout the transition process of implementing the CACFP At-Risk Afterschool Meal Program.
- (2) The No Kid Hungry NC team will highlight opportunities to increase access to the At-Risk Afterschool Meal Program across the State and especially in the 10 counties and 23 school districts where the team is promoting Policy Systems and Environmental Change in support of adequate nutrition for children.
- (3) The team will provide continuous communications to support School Food Authorities.
- (4) The team will coordinate on a bi-monthly basis with staff from the NCDPI, School Nutrition Services section and the NCDHHS, Nutrition Services Branch, to assess progress, identify challenges and barriers impacting SFA success in At-Risk Afterschool Meal Program and identify/implement solutions to promote and sustain the program in SFAs.
- (5) The team will convene various stakeholders to assess progress toward increasing student access to the At-Risk Afterschool Meal Program.

4. How does the contract add value to the teaching/learning process?

A contractual relationship with School of Public Health within the UNC system will extend the work of the School Nutrition Services section by providing intensive one-to-one coaching for SFAs interested in implementing the CACFP At-Risk Afterschool Meal program. As School Nutrition Directors receive the support needed to successfully apply, administer, operate and oversee the At-Risk Afterschool Meal Program, more high poverty, students in food-insecure households in North Carolina will have access to nutritious, appealing meals in conjunction with an age/grade-appropriate academic enrichment program. Ultimately, the students of the State will benefit from this short-term, intensive contact approach to supporting the SFAs to adopt/implement the At-Risk Afterschool Meal program.

5. Is the service unique and not repetitive with agency activity or other contracts? Please state why this service cannot be performed within the resources of the agency.

This project is unique and is not repetitive of any functions within the NCDPI. School Nutrition Specialists and Consultants in the agency provide on-site technical assistance and consultation for School Nutrition Programs that are administered by the NCDPI (including the National School Breakfast and Lunch Programs, the Summer Nutrition Programs, the Special Milk Program, and the Fresh Fruit and Vegetable Program. Likewise, staff in the NC DHHS provide on-site consultation and support for child care centers. This partnership represents a hybrid approach as the CACFP is housed in the NCDHHS and typically provides support service to day care providers; likewise, the NSLP and SBP are housed in DPI which typically provides support to public school districts and charter schools. With this approach, a program housed in the NCDHHS will be implemented in a traditional public school/charter

school environment. Additional short-term staff are required to provide the support to SFAs that might otherwise be provided by the NCDHHS. The Scope of Work as described in this document is not being conducted elsewhere within the agency. Current staff in the School Nutrition Services section is fully committed to day-to-day program administration, oversight, technical assistance, professional development, technology management and monitoring/compliance in the DPI-administered school nutrition programs as required by Federal regulations. This project is outside the scope of the current positions within the agency.

6. What is the impact, if you do not contract for these services?

LEAs and SFAs will struggle to apply for, start-up, implement and oversee the At-Risk Afterschool Meal Program. As a result, students in high poverty schools, who are food-insecure and experience chronic hunger will be denied access to nutritious meals afterschool.

7. If this contract is being paid with grant money, does the grant require the contracted services? Please describe the grant references to these contracted services, and give a synopsis of the grant.

Funds to be used for this contract are State Administrative Expense (SAE) Funds that are authorized under 7 CFR 235. SAE Funds are provided annually to NCDPI by the US Department of Agriculture specifically for the purpose of administering the School Nutrition Programs (school breakfast, lunch, seamless summer feeding, special milk, afterschool snack, fruit and vegetable programs). Federal regulations require these funds to be used to carry out the work of the State Agency in administering the School Nutrition Programs state-wide which includes the development of resources for training and technical assistance purposes. The Food and Nutrition Service of USDA's Southeast Regional Office has approved the use of the funds for this purpose.

8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.

No, competitive bidding will not be used since this is a task order with a State University.

9. Are you using an IT Supplemental Staffing Convenience Contract or other type of convenience contract? If yes, please skip question # 10 and complete questions # 11 and # 12.

No, this is not an IT or other Convenience Contract.

10. Do you plan to request sole sourcing for this contract? If yes, please complete and attach the required sole source justification memorandum. Sole sourcing is warranted whenever only one acceptable source can be found; sole sourcing should never be the first consideration. (Important: The approval of the DPI Section Chief for Purchasing and Contracts, and approval by the Division of Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.)

No, a sole source justification is not required for this contract.

11. **Have you contracted with this vendor previously for related services? If yes, please list all contracts with this vendor during the last twelve months.**

Yes, the section entered into a Contract with the University of North Carolina at Chapel Hill's Center for Health Promotion and Disease Prevention in 2015. The purpose of the contract was to enable an objective third party to assess the barriers that prevent LEAs from participating in the At-Risk Afterschool Meals Program in a manner that is objective by all. Information was collected by project personnel and analyzed by University staff, thus ensuring objectivity. An implementation plan was developed and subsequently designed to increase the number of LEAs that participate in the program; the implementation of this plan, as established by this task order, is anticipated to enable a smooth transition of the program to eligible and interested LEAs. The inclusion of a third party that is widely respected by both institutions (NCDHHS and NCDPI) promoted acceptance of and ultimately adoption of the implementation plan. In short, this contract continues to promote and preserve the relationship between two sister State agencies. The previous contract number was NC10257600.

12. **How did you calculate the cost (e.g., what is the cost per hour and number of hours?) If the cost per hour is above the DPI maximum for that type of service per the New Service Contract Policies, please attach the required written permission granted by the Deputy Superintendent.**

The cost of the contract is based on the salary relief for the project team. The salary relief schedule is shown below:

Name	Title	Type (Mos)	% of Appt	Cal. Mos	Base Salary	Salary	Fringe	Total
Alice Ammerman	Principal Investigator	12	1.49%	.018	211,290	3,148	811	3,960
Lou Anne Crumpler	Project Director	8	10.00%	0.80	91,756	9,176	2,685	11,860
To Be Named	ARAM Navigator	12	12.38%	1.49	41,600	5,150	463	5,613

Note: This is a proposed budget and funds may be transferred from one line item to another, but not to exceed the total contract amount and with prior approval from the State agency

Total Direct Costs	\$ 21,433
Supplies	+ \$ 306
Total Costs Subject to Indirect	\$ 21,739
Indirect Costs @ 15%	+ \$ 3,261 (rounded up)
Total Costs	\$ 25,000 (rounded up)

13. **Is this contract for information technology services?** No

14. **If this is a personal service contract request, is the vendor/contractor a retiree?**

_____ Yes X No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ 20257268

Budget Code: 0801-532150-133033050721

Signed: Rose B. Page
Budget Representative

Date: 3/1/17

Requisition No. RQ 20257268

Approved: Yes No

Signed: [Signature]
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 2/28/17

For Technology Contracts Only:

Approved: Yes No

Signed: _____
Chief Information Officer

Date: _____