

A.M.H. 4.16.2020



April 20, 2020

Martin Pollio
Superintendent
Jefferson County Public Schools
3332 Newburg Rd.
Louisville, Kentucky 40218

Dear Martin,

Congratulations! Share Our Strength's No Kid Hungry Campaign is pleased to award a grant of **\$20,000.00 to Jefferson County Public Schools**. The purpose of this grant is to support your critical work to bring nutritious meals to kids and families in response to the coronavirus emergency, as described in your proposal, which is attached for your convenience.

Please note:

- We want to make sure you receive email communications about your grant. To make sure you get our messages, please whitelist grantshelpdesk@strength.org. Ask your IT administrator if you need assistance with this.
- Funding will be dispersed via an electronic funds transfer. You must be able to provide your banking information (below) in order for your organization to receive award funding. Paper checks will not be issued. Please contact grantshelpdesk@strength.org if you have any questions.

To help your organization sustain emergency food relief services through the coronavirus pandemic and potential threat of staff testing positive, we recommend developing a sustainability plan as soon as possible if you haven't done so already. Attached is a resource that we hope you will find helpful including staff safety, emergency communications, and meal distribution best practices: "Tips for Maintaining Meal Service Operations During the Coronavirus."

Agreement Period

It is our understanding that you will report on your program at the end of your grant period, due on September 30, 2020. Please reach out to your No Kid Hungry program or grant contact if you encounter challenges or delays starting your program on time, meeting the objectives outlined in your proposal, or spending the grant funds before the end of the grant year.

Use of Grant Funds

Grant funds may be used only for the budget items you outlined in your proposal. Funds must be spent by July 30, 2020. Budget changes may be requested in advance, in writing, to Share Our Strength by emailing GrantsHelpDesk@strength.org with your organization's name and budget request. Improper or unauthorized use of grants funds may result in a request to return all or part of the grant funds.

Reporting Requirements

By accepting these grant funds, you agree to provide us with a one-time report following your grant period accessible via the No Kid Hungry Online Grants Portal at <https://nokidhungrygrants.force.com>. You also agree that Share Our Strength has the right to use data, publications, and stories submitted in

these reports. The applicant has listed a Point of Contact in your organization as the contact responsible for reporting; they will receive reminders to complete reporting and are required to do so. If your organization wishes to change the reporting contact, please email GrantsHelpDesk@strength.org with organization and updated contact information.

Site Visits and Publicity Efforts

As a condition of this grant, your organization agrees to participate in site visits and/or publicity efforts relating to this grant, by either Share Our Strength or any additional funders of this grant noted in this agreement. Please note that all such site visits or publicity efforts will be coordinated in advance and with consideration of your organization's availability and schedule.

Commitment to Anti-Discrimination and Diversity

Share Our Strength has a zero-tolerance policy toward all forms of unlawful discrimination and harassment by or towards staff and volunteers, including but not limited to sexual harassment, and no form of unlawful discrimination by or towards any employee, member, volunteer, or other person in our workplace or jobsites will be tolerated. It is our belief that every person shall be treated fairly and with respect regardless of such things as race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, veteran status, age, or socio-economic status. Jefferson County Public Schools acknowledges and agrees that it shall comply with all applicable federal and state laws prohibiting discrimination and/or harassment in its programs, activities, hiring or employment practices and within all activities conducted under this grant and partnership agreement.

Changes in Programming and Tax-Exempt

Please immediately notify your Share Our Strength program or grant contact of any change in your tax-exempt status or if you encounter challenges or delays starting your program on time, meeting the objectives outlined in this agreement, spending the grant funds before the end of the grant agreement period. This grant is contingent on your organization's ability to implement the objectives as outlined in this agreement. Grantees who are no longer tax-exempt or are unable to implement their grant are required to notify Share Our Strength and return the full grant amount or remaining unspent grant funds at Share Our Strength's discretion.

Compliance with Laws

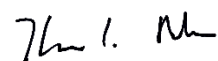
Grantee represents that it will perform its obligations hereunder in full compliance with all applicable federal, state and local laws and regulations.

Termination of Grant

Share Our Strength reserves the right to terminate this Agreement if Share Our Strength determines, in its sole reasonable opinion, that Grantee is unable to fulfill the terms or purposes of this Agreement.

If you have questions about any of the conditions described in this letter, or about your grant in general, please contact Liz Evanco, Director of Grants Administration, at eevancho@strength.org. I offer you my thanks for your daily efforts to end childhood hunger. Share Our Strength is pleased to support your important work and looks forward to hearing about your progress.

Sincerely,



Tom Nelson
President & CEO

ACH (Bank to Bank) Grant Deposit Information

Please fill-in the banking information below to receive your grant funds via direct bank deposit to your school district or organization. We cannot process any grant payments with missing fields or blank signature.

BANK NAME: _____

BANK ADDRESS: _____

(9) DIGIT ROUTING NUMBER: _____

DEPOSITOR ACCOUNT NAME: _____

DEPOSITOR ACCOUNT NUMBER: _____

TYPE OF ACCOUNT:

☒ The information being collected on this form will be used by Share Our Strength to securely transmit payment data, by electronic means, to your organization's financial institution. By checking this box, you agree that the above ACH payment information listed is accurate and that you are an authorized representative of your organization permitted to share this ACH payment information.

Authorizing Signature

Signing the below indicates your agreement to all grant requirements and authorizes a bank transfer of the grant amount stated in this letter.

Signature: _____

Date: _____

Print Name: Martin Pollio

Title: Superintendent

Organization Name or School District: _____



Planning for Emergencies and Ensuring Staff Safety

Tips for Maintaining Meal Service Operations During the Coronavirus

This document was last updated on 4/7/2020 and will continue to be updated.

For information on program options and waivers to support meal service during school closures related to the coronavirus, see this [FAQ](#). For more ideas on meal distribution models, logistics, and promotion, see [Emerging Strategies and Tactics for Meal Service During School Closures](#).

Staffing and Emergency Planning

- Assess staff ability to work and their ability to work at different locations as needed.
- If needed, request help from other employees within your organization who may not have work right now, such as administrators, afterschool activity providers, or coaches.
- If short-staffed during extended closures, look into hiring laid off restaurant or food service employees, whether as contractors, temporary employees, or permanent staff.
- Create an emergency staffing plan and contingency plan for closures.
 - Ideally, avoid maxing out staff capacity from the start.
 - If permitted to serve meals for multiple days at one time, consider consolidating meal preparation and distribution to one or two times per week in order to limit staff exposure.
 - If possible, spread out meal preparation across multiple kitchen or locations so that others are available if one location needs to be closed down.
 - Identify staff who can serve as back-ups should an employee become unable to work or an entire team needs to be quarantined.
 - Create a plan for covering operations or distribution at sites affected by closures, like sanitizing kitchens and pulling in back-up staff, or building up capacity at other kitchen locations and serving the site as a stop on a delivery route.

Emergency Communications

Develop a communication plan for notifying staff, the state agency, local public health officials, and the general public should a site need to close due to detection of COVID-19 among staff.

- Share your communication plan with your organization's or district's leadership team, including the Superintendent and School Board.
- Defer to the guidance of local public health officials, but likely, staff who worked with the affected staff member will need to self-quarantine and monitor for symptoms for 14 days.
- Activate your emergency staffing plan.
 - In addition to contacting staff, determine whether any vendors or partners need to be alerted in order redirect deliveries or change other operations.

- If unable to cover to gap created by the site or kitchen closure, coordinate with other program operators or vendors who can serve those sites or families.
 - If needed, ask the state agency for support identifying alternative operators or vendors who could help to fill the gap.
- Tell the state agency if and how your operations are changing to cover meal distribution for the affected site or sites served by the affected kitchen.
- Share details about any changes in operations with your organization's or district's communications team in order to notify the public and make any necessary changes to site listings. Or, provide information about other meal distribution sites or resources.
- Notify anyone who may have come to the affected site about the detection of COVID-19, precautions taken, and if and how operations are changing to cover meal distribution.
 - For schools, this may include parent email, robocall, or texting systems along with the school and/or district's social media accounts and website.
 - For non-school sites, this may include signs posted at the meal distribution site along with the site and/or sponsor's social media accounts and website.

Staff Safety

- If your school, district, or organization has a nurse on staff, ask for support with health education for staff or proactively asking employees about symptoms.
- Ensure that staff understand the importance of not coming to work while sick or under self-quarantine due to possible exposure.
 - Remind staff that they may still transmit COVID-19 without or before developing symptoms, which can take up to 14 days from the time of exposure.
- Encourage frequent handwashing for at least 20 seconds each time.
 - Allow staff to take needed time for handwashing before beginning work and after sneezing or touching their phone or face.
 - Refer to the [Centers for Disease Control](#) for guidance and resources.
- Provide gloves and urge staff to change them as needed, like after touching their face.
- In accordance with [Centers for Disease Control guidance](#), provide masks for staff, both those preparing meals and those distributing them.
 - Request support from community members who could sew reusable cloth masks.
 - Ask if maintenance staff have masks or other protective equipment they could share, or see if masks are on hand for craft or construction activities.
- Regularly sanitize hard surfaces, especially in high-touch or high-traffic areas, both in preparation areas and where distribution occurs.
- Allow staff to stay distanced during meal preparation to the greatest extent possible.
 - Space out work stations and move as many activities as possible, like bagging or assembly, out of cramped kitchens and into unused spaces like the cafeteria.

- Have just one individual responsible for each task or workstation.
 - Limit how many staff access storage areas or large equipment like refrigerators.
 - Deliver needed items to workstations rather than handing them off personally.
- Refer to LunchAssist.org's [COVID-19 page](#) for additional safety and distancing resources, including signs and infographics that you can post for staff.

Meal Distribution Logistics

- Implement appropriate safety and distancing measures for your distribution model.
 - Arrange for no-contact meal distribution that maintains six feet of distance between staff and families by using tables or carts, or placing meals directly into the trunk of vehicles, rather than personally handing out meals.
 - Ensure that families stay spaced out while waiting for meals.
 - Try using chalk, tape, or traffic cones to mark out six feet and show how far apart families should wait.
 - Extend or stagger pick-up times to minimize crowds.
 - If approved, distribute meals for more than one day at a time to minimize contact.
- For schools, offer no-contact direct home delivery for families that have tested positive for COVID-19, are experiencing symptoms, need to self-quarantine, or have conditions that prevent them from leaving home. Or, refer those families to other food resources.



Emergency Response Program Application

Jefferson County Public Schools

Submitted By: Andrea Wright

Submission Date: 03/24/2020

INTRODUCTION

Please note, if awarded funding, Share Our Strength is only able to distribute funding via Electronic Funds Transfer and not via paper checks. We apologize for any inconvenience this may cause and thank you for your patience as we navigate our internal staff response to COVID-19.

Purpose:

Share Our Strength's No Kid Hungry Campaign is offering funding to nonprofit organizations, schools, local government agencies, and other eligible organizations who are providing meals, emergency food, and support to ensure kids get the nutritious food they need even as schools close and parents face financial strain as a result of COVID-19. We will accept grant applications only from organizations that have been invited to apply for this funding, and applications will be awarded on a rolling basis.

Funding requests may include, but are not limited to:

- Transportation costs for non-congregate meals and home delivered meals
- Staffing costs associated with emergency and extended meal service
- Food costs for emergency meal programs, school pantries, community pantries, and backpack programs
- Other community-specific or pressing needs identified by local partners and school districts

Grant Award Range

- Grant Minimum: \$5,000
- Grant Maximum: \$50,000

Additional Support Provided by No Kid Hungry:

Share Our Strength is committed to the long-term success of our grantees. In addition to the grant, please visit [No Kid Hungry's Center for Best Practices](#) for additional resources on how to ensure that children have the nutrition they need during school closures related to COVID-19.

Reporting Requirements:

You will be required to complete a report by September 30, 2020 on the following if funded:

- Participation Data, if applicable
- Final Narrative Report
- Final Financial Report

Have Questions?

For any questions about eligibility requirements and program guidelines for these grants, please contact the No Kid Hungry grants team at GrantsHelpDesk@strength.org.

APPLICANT DETAILS

Is your organization a school or other nonprofit or community organization?

School

We'd like to better understand the population of the area you are serving. If you are a school, what percentage of your school district is eligible for free/reduced price lunch? If you are an organization, please estimate what percentage of students are eligible for free/reduced price lunch in the areas you plan to reach through this grant funding? If necessary, please refer to the USDA's capacity builder <http://www.fns.usda.gov/capacitybuilder>.

50-70%

Is your organization a sponsor for the SFSP Summer Meals or NSLP Seamless Summer program?

true

IMPLEMENTATION STRATEGIES

Provide a concise description of the project you are proposing. (2-3 sentences maximum)

Our district has closed all schools at least until April 20th but likely until the end of the school year. We have opened 45 emergency meal distribution sites, plus 21 mobile sites. Requests for more sites come in daily. On March 23rd, we served 12,800 meals through our emergency meal distribution program. Due to no congregate feeding, we are offering meals outside so parents can just walk up or drive up to receive the meals. Canopies, cones, signage, rain gear, and safety vests are all needed for this process. Some of these items have already been purchased and a few items were borrowed, but more items will be needed. As well, some of our food distributors are saying they may not be able to meet our demands for entree items. Higher priced items may need to be procured due to supply chain stresses. Our central kitchen is also considering a second shift for production lines in order to make the boxed meals.

Please provide 1-2 primary objectives for this program area, and how your grant funds will help support these objectives. Well written objectives will be specific, measurable, achievable, relevant, time-specific, and include a brief description of your distribution plan.

Objective 1:

By the end of the emergency meal distribution program, an average of 15,000 meals per day are expected to be served.

Objective 2:

During the emergency meal distribution program, at least 10 more site locations or mobile feeding routes will be added.

How many total meals per day do you anticipate serving during the emergency response period?

15,000

Which of the following meal types do you plan to serve across all distribution sites? Please select all that apply.

Breakfast;Lunch

What days of the week will your organization distribute meals? If your organization has more than one site distributing meals and their days of operation will vary, please choose all days of the week applicable across distribution sites. Select all that apply.

Monday;Tuesday;Wednesday;Thursday;Friday

Which of the following marketing tactics, if any, do you plan to implement this year?

[IF SCHOOL] Provide information on the suppers or snacks on the website or social media outlets;Other;Work with community members as promotional partners;e-newsletters;Websites;Social Media

Local news channels have been covering the meal distribution program almost daily.

Please provide information on your community and the specific needs your project will address. Please include any relevant demographic information about the population you are trying to reach, such as age, income, and and race/ethnic composition including persons of color, immigrant families, and tribal communities.

In Jefferson County Public Schools, there are 98,381 students enrolled in grades pre-K through 12. Of these, 37 percent of students identify as Black, 41 percent as White, 12 percent as Hispanic and 8 percent as Other. There are 12,393 Exceptional Child Education or special education students in the district. Overall, 125 languages are spoken by JCPS students, with 11,068 students (11 percent) who are Limited English Proficient. In addition, 5,177 students were homeless at some point during the 2018-2019 school year. Our district has a high free and reduced meal eligibility rate of 62 percent.

We are distributing breakfast and lunches to students in grades pre-K through 12 to assure student access to nutritious meals while school is out.

Which of the following communities will be impacted by this grant funding. Please select all that apply:

Urban;Suburban

List other organizations, if any, you are working with on the project and the role of each.

Our entire community is so supportive of the district's meal distribution efforts. Many emails come in daily wanting to offer various things such as books, personal care supplies, etc to pass out to students.

BUDGET

1. **Category:** Meal service supplies

Budget Request Description: Canopies, vest, cones, rain gear to allow for outdoor meal service especially at locations without any overhead covering. Canopy sets @ \$225 each x 10 = \$2250 + Safety Vests @ \$12 each x 100 = \$1200 + Cones @ \$20 each x 50 = \$1000 + Ponchos @ \$8 each x 100 = \$800 + Masks @ .51 each x 3000 = \$1530

Estimated Cost of Item: \$6,780.00

2. **Category:** Transportation (fuel, vehicle purchase, etc.)

Budget Request Description: Fuel costs anticipated for 70 sites, 5 days per week, for 8 weeks.

Based on average monthly costs from July fuel report @ \$50 per site per month, \$50 x 70 sites X 2 months

Estimated Cost of Item: \$7,000.00

3. **Category:** Food service equipment/appliances

Budget Request Description: Portable milk coolers, cambro food coolers, cold packs, cambro milk carriers and a cambro food transporter will be used at emergency sites where kitchens may not be available or easily accessible. Portable milk coolers @ \$1,100 X 15 = \$16,500 + Cambro coolers @ \$47 X 10 = \$470 + Cold packs @ \$35.34 X 20 = \$706.80 + cambro milk carrier @ \$37.60 X 5 = \$188 + cambro food transporter @ \$1,600 X 1 = \$1,600

Estimated Cost of Item: \$19,464.80

4. **Category:** Other, please specify

Budget Request Description: Indirect costs a 3.51%: Direct costs of \$33,244.80 X 3.51% = \$1,166.89

Estimated Cost of Item: \$1,166.89

5. **Category:**

Budget Request Description:

Estimated Cost of Item:

6. Category:

Budget Request Description:

Estimated Cost of Item:

7. Category:

Budget Request Description:

Estimated Cost of Item:

8. Category:

Budget Request Description:

Estimated Cost of Item:

9. Category:

Budget Request Description:

Estimated Cost of Item:

Budget Request Total: \$34,411.69

ADDITIONAL CONTACTS

Reporting Contact:

Are you the person who will be responsible for reporting grant progress on behalf of the school district?

Yes

If another person will be reporting grant progress on behalf of the school district, please share their name and contact information:

Name: Andrea Wright

Title: Coordinator, Nutrition Initiatives

Email: andrea.wright@jefferson.kyschools.us

Phone: (502) 485-3199

Person Authorized to Sign a Grant Agreement Letter for this Grant:

Name: Martin Pollio

Title: Superintendent

Email: marty.pollio@jefferson.kyschools.us

Phone: (502) 485-3251

APPLICATION TEAM

Contact	Primary Role
Becky Crump	Reviewer
Andrea Wright	Applicant

GRANT REQUIREMENTS

If awarded funding, I understand I will be required to

- **Expend the grant award**
 - **within one year of grant award letter (or later if approved in writing), and**
 - **solely for the purpose(s) approved in grant award letter.**
- **Submit reports at the end of each quarter that describe how I used the grant money, observations on my school breakfast program, and participation numbers. Specific reporting requirements will be communicated at the time of grant award notification.**
- **Permit a representative from No Kid Hungry to visit my program at a convenient date(s) to see my school breakfast program in action.**
- **Cooperate, if asked, with a representative from No Kid Hungry to publicize the grant award and how it has contributed to the success of my school breakfast program.**
- **Understand that grants may be funded through corporate partners working with Share Our Strength and the No Kid Hungry Campaign. You will be notified immediately if corporate partners are sponsoring this opportunity.**

I agree