

ACTION BY: Regional Directors
 Special Nutrition Programs

SOURCE CITATION: Sections 210.7, 220.6, and 226.4

Special Developmental Projects

Section 10 of the Child Nutrition Act of 1966 (CNA), as amended, permits the Secretary to authorize any State or regional office, where applicable, to reserve up to 1 percent of the funds earned in any fiscal year under both the National School Lunch Act (NSLA) and the CNA for special developmental projects. Pursuant to this legislation, Child Nutrition (CN) Program regulations authorize State agencies, or regional offices, where applicable, to reserve program funds for such projects with Food and Nutrition Service (FNS) approval. However, funds may not be reserved from any program in excess of 1 percent of the funds earned under that program in the applicable fiscal year.

I PROJECT SCOPE

Special developmental projects are pilot-type projects for developing and testing new methods or approaches to the management, organization, or operation of the CN Programs. The initiative for a project may come from local, State, or Federal levels. A State agency project may be conducted by the State agency itself, or by qualified organizations within the State such as local school food authorities, professional associations, and universities. However, final approval of the project design, specifications, and funding, as well as approval of the final report, shall rest with the CN Division of FNS. The regional office may serve as a consultant to the State agency in the preparation of the project plan, providing technical assistance and regulatory guidance as requested by the State agency. Should assistance also be requested of the CN Division, it shall be coordinated through the appropriate regional office. Special developmental projects must meet the following criteria:

- A Consistency with program regulations.
- B Duration of less than 1 year, unless justification for a longer period is provided.
- C Have direct application to one or more of the CN Programs.

DISTRIBUTION: 5, 6, 11, 12, 14	MANUAL MAINTENANCE INSTRUCTIONS: Remove FNS Instruction 781-1 and (CN) 781-6 from Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	11-21-91
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D Must not duplicate or supplant nutrition education and training activities funded under the Nutrition Education and Training Program (7 CFR Part 227). Section 10 funding may be used to supplement funds provided under Part 227.

E Have the potential to provide results which benefit others in addition to the entities conducting them.

F Have the potential to provide results that can be used to develop legislation, regulations, instructions, or guidance materials.

II PROJECT PLAN

A At a minimum, the completed plan for a developmental project must include the following:

- 1 Narrative statement describing the scope of the project.
- 2 Objectives of the project.
- 3 Description of how the project would be conducted and what methods would be used.
- 4 Time period during which the project is to be completed.
- 5 Budget requirements, in detail, as to function and estimate of any inputs by local, State, or Federal Government.
- 6 Provision for the issuance of a final report, to be submitted to the appropriate Regional Administrator and transmitted to CN Division for approval.

B State agencies and regional offices, as applicable, shall establish an independent Board of Review, composed of qualified persons not involved in designing the project, to provide technical and policy recommendations.

C The State agency and regional offices, as applicable, shall provide the following information to the appropriate Regional Administrator in order to request CN Division approval for a developmental project:

- 1 Two copies of the project plan for State administered projects and one copy for regionally administered projects.
- 2 Identification of programs from which funds will be reserved to finance the developmental project, and the amount to be reserved from each. (Funds should first be reserved from the programs most directly affected by the project.)

3 The following certification: This certifies that the funds itemized, above, will be reserved from NSLA and CNA payments, earned by (State) in Fiscal Year 19---, to be used for the special developmental project entitled _____.

III PROJECT PLAN REVIEW AND APPROVAL PROCEDURES

A The regional office shall:

1 Review the project plan to ensure that the following conditions are met:

a The project is consistent with the scope for such projects as defined above.

b All requirements listed in section II A, above, are included in the project plan.

c The project costs are reasonable for the work to be accomplished.

2 Make appropriate recommendations to the State agency if it is determined that clarification or modification of the project plan is necessary. When satisfied with the project plan, the regional office shall forward it to the CN Division, with a recommendation regarding approval or denial of the project.

3 Monitor the progress of the project. This should include at least one onsite visit. Interim progress reports may be required of the State agency at the discretion of the Regional Administrator.

4 Monitor the State agency's financial management of the project, ensuring that the State agency reports its expenditures for developmental projects by program account in the appropriate space(s) on form SF-269, Financial Status Report. Any State operating more than one developmental project should itemize these expenditures by project as well as by program account.

5 Follow up with the State agency to ensure that the final report is submitted as soon as practicable after completion of the project.

B The CN Division shall:

1 Review the project plan to ensure that the following conditions are met:

a The project meets the conditions established under section II A.

b The project does not duplicate other activity.

c Timely reports are on file for a State's existing projects prior to authorization of any additional projects.

2 Approve those project plans meeting the conditions set forth above.

3 Upon approval of a project, authorize the use of program funds for the project and transmit a Notice of Revised Program Limitations.

IV FINAL REPORT

A The State agency or regional office, as applicable, shall be responsible for ensuring that the final report contains, at a minimum:

1 Explanation of the results of the project in terms of the project objectives.

2 Explanation of the manner in which the objectives were met, including all methods employed.

3 Description, where applicable, of the changes, permanent and temporary, which occurred in the CN Programs under study as a result of the project.

4 Recommendations as to the future use of methods and/or findings of the project.

5 Copies of any audiovisual and/or printed material, or other by-products of the project.

6 A financial statement, showing the amount actually expended under each budget heading listed in the original project plan.

V FINAL REPORT REVIEW AND APPROVAL PROCEDURES

A The regional office shall:

1 Ensure that the State agency submits at least two copies of the final report as soon as is practicable after completion of the project. It is recommended that this report be submitted no later than 90 days after completion of the project-

2 Review the final report and forward one copy to the Director, CN Division. This should be accompanied by an evaluation of the report's usefulness in achieving the goals of the CN Programs.

3 In the case of regional office administered projects, the regional office shall submit one copy of the final report, together with an evaluation and financial breakdown, as soon as is practicable, after completion of the project. It is -recommended that this report be submitted no later than 90 days after completion of the project.

B The CN Division shall:

1 Review, involving other Washington offices as appropriate, and approve those final reports meeting the criteria set forth in section IV.

2 Serve as a clearinghouse for information regarding special developmental projects. This shall include notifying State agencies and regional offices conducting such projects of similar or related subject matter.

3 Distribute copies and recommendations to all regional offices.

4 File three copies with the Food and Nutrition Information Center, National Agricultural Library.

5 Incorporate project findings into program regulations, Instructions, training materials, etc., for transmittal to State agencies and regional offices.



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