

**USDA Farm to School Program  
CFDA #10.575**

**Cheney Public Schools Community Farms Partnership  
Planning Grant Application**

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## **School District & Farm to School Background Info**

Cheney Public Schools (CPS), an eligible applicant and School Food Authority, seeks a Farm to School planning grant benefiting 4,135 students (seven buildings) in a rural/suburban school district in eastern Washington state. More than 50 percent of students are eligible for free and reduced lunch and 31 percent are obese (WA State Reimbursement Report, May 2012; and Spokane Regional Health District, April 2012). The grant would hasten district progress toward a comprehensive reorganization of its nutrition program. While the district has taken modest steps, to date -- movement to a scratch cooking program and a Childhood Obesity Prevention initiative in partnership with the Empire Health Foundation (EHF) -- no specific F2S activities have been undertaken. This grant would complete the district's planning work by adding essential, missing elements and expanding the benefits to all students and buildings in the district.

The partnership with EHF provided funding for a national consultant to conduct an assessment and implement the cook-from-scratch program. The district's 20 food services staff received culinary training in food safety and sanitation, culinary math, time management, knife skills, menu planning, and cooking-from-scratch techniques with various foods. They also received recipes and a 4-week lunch menu cycle. The consultant developed food transport and temperature logs and trained staff on kitchen evaluation techniques. Additional training is scheduled for summer 2012, where staff will learn breakfast scratch cooking techniques.

As part of the Childhood Obesity Prevention Initiative, EHF provided funding for a part-time wellness coordinator to implement programs that promote nutrition and physical activity with an ultimate goal of developing a healthier school environment for kids. Hence, this program aligns with the First Lady's "Let's Move" initiative.

Early challenges faced during this transition include a lack of adequate equipment to prepare fresh foods and inadequate space. The assessment report detailed a list of recommended equipment the district should purchase to improve efficiency and also offered solutions to overcome identified space challenges. In addition, students complained as chocolate milk was replaced with low-fat alternatives, citing the need for a program that encourages and educates students to make healthy choices, and to infuse a culture of wellness among students and parents.

## **Need & Readiness**

CPS's successful transition to a cooking-from-scratch system makes this an opportune time to complete planning for a comprehensive F2S program. Fresh, whole foods will continue to be needed for the scratch cooking program to be successful. Securing more of these foods from local sources, as opposed to national vendors, will strengthen the local economy and provide valuable hands-on learning for students as they explore the region's farms.

Cheney's district leadership and board of directors are committed to this initiative as it will advance student health and learning while expanding valuable partnerships with area farmers and community members. A district-wide Health and Fitness Steering Committee will assist a stakeholder group charged with developing an F2S plan. The stakeholder group will consist of key members of the school community including the nutrition services director, wellness coordinator, building principals, parents, area food producers and community members. The F2S planning process will expand district partnerships to include area farms and farmers' markets.

Through the district's current Childhood Obesity Prevention Initiative, strong partnerships are in place to support the program. Specifically, Empire Health Foundation will provide \$15,000 in non-federal matching funds and Washington State University's Extension Office will expand the Food \$ense nutrition education program (a collaborative with the USDA Food Stamp program) from one to up to five eligible school buildings. Food \$ense teaches healthy eating behaviors to youth and adults with limited incomes.

As local food becomes integrated into food menus, a potential challenge will be providing fresh, local food during the winter months. The planning process will enable stakeholders to develop a year-round menu to accommodate all of the seasons and plan for food storage options in the off-season. The planning grant will also provide financial resources to secure four pieces of equipment to support efficient food preparation. Additionally, the F2S plan will implement a strategy for introducing new foods to students and educating students to the origins of their food. This strategy will include a communications plan for parents and students coupled with a series of taste tests in all school buildings to identify local foods preferred by students.

### **Objectives, Activities and Timeline**

Goals, objectives, activities and the timeline for this planning grant have been carefully developed to ensure alignment with USDA's F2S program. This initiative will provide a framework for CPS to organize and structure a F2S plan that will embed known best practices to deliver maximum impact. Ultimately, a comprehensive F2S implementation plan for seven school buildings will be developed for CPS by August 2013 (Objective 5 below).

A F2S stakeholder group consisting of school administrators and staff, teachers, parents, area farmers, agency partners and other organizations will develop the plan after garnering innovative ideas from national case studies. School menus will be expanded to include locally-grown food; students, parents and community members will become educated about local food and farming; and students will receive opportunities to learn from farmers, chefs and other growers and cooks.

**Objective 1:** By October 2012, the Project Director (PD), will form a stakeholder team including staff, parents, farmers and food manufacturers and recruit a consultant with F2S expertise.

#### **Activities:**

1.1 Recruit at least six internal and external collaborators to serve on the stakeholder team.

Who: PD by October 2012 or month one of the grant.

1.2 Develop a work plan based on grant objectives and establish a meeting schedule consisting of twice a month during the first quarter and once a month thereafter.

Who: Stakeholder group, by October 2012 or month one of the grant.

**Objective 2:** Examine the infrastructure and conduct a comprehensive needs assessment to support F2S activities.

#### **Activities:**

2.1 Complete a Farm to School assessment using a standard tool (i.e.: Farm to School Assessment Tool, Minnesota Department of Health).

Who: Stakeholder group and consultant, by November 2012 or month two of the grant.

2.2 Determine tools, training and technical assistance needed based on the needs assessment.

- Who: Stakeholder group and consultant, by December 2012 or month three of the grant.
- 2.3 Implement training activities with key staff. Attend the mandatory meeting and conference.  
Who: PD, WC and consultant, October – September 2013 or months 1-12 of the grant.
- 2.4 Research best practices (USDA, WSU Spokane County Service Extension, Community Food Security Coalition’s National Farm to School Program and the State Agriculture).  
Who: Stakeholder group, by January 2013 or month four of the grant.
- 2.5 Identify locally produced foods to procure.  
Who: PD, by January 2013
- 2.6 Conduct menu audits to determine steps to offer local or regionally sourced foods.  
Who: Stakeholder group by January 2013
- 2.7 Secure needed equipment to test preliminary program designs.  
Who: PD, by January 2013

**Objective 3:** Create/implement an outreach and education plan for students and parents.

**Activities:**

- 3.1 Organize springtime and autumn field trips to local farms for 250 5<sup>th</sup> grade students (more than 20 commercial crops are grown within 20 miles of the district).  
Who: PD, in partnership with the stakeholder group, by February, 2013. Field trips will occur in April and the following September.
- 3.2 Hold two tasting events in each school to test menu items and promote the planning effort.  
Who: PD and Wellness Coordinator (WC), with the stakeholder group, by May 2013.
- 3.3 Secure and distribute marketing materials to use in school cafeterias.  
Who: PD and WC by January 2013.
- 3.4 Expand USDA’s Food \$ense program into three additional school buildings to provide nutrition education in elementary classrooms.  
Who: PD and WC with WSU Spokane County Service Extension, by April 2013.
- 3.5 Explore the feasibility of integrating a school gardening program into the curriculum.  
Who: Steering Committee by February 2013.

**Objective 4:** By September 2013, publish a comprehensive F2S implementation plan.

**Activities:**

- 4.1 Implement best practices based on research conducted in Activity 2.4.  
Who: PD, WC, consultant and the Stakeholder group, by September 2013.
- 4.2 Create a written document for full-scale implementation of the F2S plan.  
Who: PD, WC, consultant and the Stakeholder group by May 2013. District administrators will review the plan and offer recommendations by June 2013.
- 4.3 Ensure the F2S plan aligns with district goals and commitments, while integrating concepts in wellness policies and board resolutions.  
Who: PD, WC, consultant and Stakeholders with district leaders by September 2013.

**Evaluation**

Evaluation activities will be conducted by NorthEast Washington Educational Service District (NEWESD) 101, which holds extensive experience performing multi-faceted evaluations for numerous federal grants from the U.S. Departments of Education; Justice; Labor; and others. CPS’s current meal tracking system and the tracking system established under the Childhood Obesity Prevention Initiative will both be valuable resources as this initiative is put into place.

The project will use a combination of product and process evaluation methods to measure effectiveness and achievement of goals and objectives. This two-tiered approach will provide a comprehensive analysis ensuring maximum accountability to USDA.

The product evaluation will be specifically tied to the grant's measurable objectives to yield a firm statistical profile of project success. Statistical analysis will be provided through 1) pre/post-surveys of participants and 2) the collection of enrollment data at each training and field trip.

Pre/post-surveys: All participants (students, teachers and parents) will be surveyed on the first day of the program to determine their baseline of knowledge. The same survey will be administered at the end of the program. The comparison of results will allow the project to objectively quantify changes/improvements resulting from the grant. The evaluation will show collective results – e.g., highs and lows, average and median levels, and percentage changes from beginning to end. Individual results and identities will be kept confidential.

Trainings/field trips: The project also will gather enrollment data (sign-in sheets) from each training and field trip to determine whether the project successfully served the number of people intended. Enrollment data will be aggregated to show the number of individuals attending each event and the total number attending all events during the grant period.

Additionally, enrollment data will be compiled to separate total head count from unique head count – that is, the total number of participants vs. the number of unique individuals. This difference will measure the number of individuals attending more than one workshop. While this data base will require a compilation of names, identities will be kept confidential in all reporting.

Process evaluation: This facet of the evaluation will yield qualitative data on how the project was conducted. It will answer fundamental questions as: Were activities carried out as planned? Were timelines and deadlines met? Were target audiences reached? Were partners involved as promised? If new or unexpected conditions require a fundamental change in grant directions, the process evaluation will report the reasons, justifications and actions taken in response.

Long-term impacts: The evaluation also will provide long-term data to assist the project beyond the grant funding period. As a sustainable project designed to continue, the evaluation will be informative in answering foundational questions such as: What worked well and why? What didn't and why? What changes are recommended? What can be replicated or improved?

### **Project Management & Quality Assurance**

A grant of this size and scope is well within the capabilities of the district, which operates on an annual budget exceeding \$39 million. A full-time superintendent and an elected, five-member board of directors provides oversight of agency activities. The constitutionally created Office of the State Auditor audits expenditures of the agency annually. This project will be subject to the same rigorous internal and external review standards, both programmatic and fiscal, as other programs administered by CPS.

The project management structure will ensure that grant goals are achieved on time and within budget. First and foremost, the stakeholder team will develop a work plan based on the grant objectives, activities and timeline to serve as a roadmap for the program year. The stakeholder team will meet regularly to provide guidance, delegate activities and provide updates on the work plan as well as assess progress towards objectives. The evaluator will prepare a project status report based on information gathered from the stakeholder team to ensure activities are progressing as planned. In addition, the project director will meet with the superintendent at least once per month to review progress towards program goals. Fiscal oversight will be provided by the district's executive director of finance and operations. This role will include monitoring and approving project expenses and preparing financial reports for internal and external review.

### **Staffing**

██████████, Cheney's ██████████, will serve as project director with responsibilities to manage the overall program including grant activities, budgeting, federal reports, contracts and coordination with the project evaluator during the one-year grant period. ██████████ holds a Bachelor of Science in Business Administration from Central Washington University and has 17+ years of food services experience. He will be supervised by the district ██████████, who will assume the role of ██████████ July 1, 2012. ██████████ holds a doctorate from Gonzaga University and 14 years of experience with the Cheney district.

### **Dispersed Benefit**

CPS holds membership in numerous professional associations that will provide a forum in which to share project successes and lessons learned with school districts throughout the state and nation. These associations include the Northeast Washington Association of School Administrators (NEWASA), Washington Association of School Administrators (WASA) and the School Nutrition Association. These associations meet on a regular basis and will provide a forum for CPS to share its experience developing a F2S implementation plan. The PD and district leadership will seek additional opportunities to share results at national and regional levels, including publicizing the project in journals and delivering conference presentations.

### **Sustainability**

At CPS, grants are not viewed as temporary programs that will begin and end around federal funding cycles. Rather, the district operates with the assumption that grant programs eventually should become self-supporting. Grants are viewed only as a vehicle to provide seed money to facilitate the implementation of new programs and services.

In light of this philosophy, the stakeholder team will create a sustainability plan that identifies a plan to approach a host of potential funders, including USDA, Washington State Department of Agriculture, Office of Superintendent of Public Instruction, Empire Health Foundation and other private and corporate foundations as well as faith-based groups. Additional resources will also be sought from the national Food Security Coalition's National Farm to School program. Staff participation in the national conference also will help uncover other potential funding sources and best practices for the implementation plan.

**Cheney Public Schools Community Farms Partnership**

	<i>Federal</i>	<i>Non1ederal</i>	<b>otal</b>
<b>Personnel</b>	<b>\$6,551</b>	<b>\$0</b>	<b>\$6,551</b>
Project Director, .10 FTE	\$S,381		\$S,381
Administrative Assistant, .0S FTE	\$1,170		\$1,170
<b>Fringe benefits</b>	<b>\$2,353</b>	<b>\$0</b>	<b>\$2,353</b>
Project Director, .10 FTE	\$1,870		\$1,870
Administrative Assistant, .0S FTE	\$483		\$483
<b>Travel</b>	<b>\$3,869</b>	<b>\$0</b>	<b>\$3,869</b>
Local mileage .51/mile	\$S10		\$S10
Mandatory meeting and national conference for two people	\$3,3S9		\$3,3S9
<b>Equipment</b>	<b>\$11,500</b>	<b>\$0</b>	<b>\$11,500</b>
Kitchen upgrades- 4 pieces of equipment	\$11,S00		\$11,S00
<b>Supplies</b>	<b>\$5,752</b>	<b>\$0</b>	<b>\$5,752</b>
Meeting materials	\$600		\$600
Education and Outreach materials	\$2,800		\$2,800
Student Taste Tests (2) in seven buildings	\$2,3S2		\$2,3S2
<b>Contractual</b>	<b>\$13,663</b>	<b>\$15,000</b>	<b>\$28,663</b>
Farm to School Consultant		\$1S,000	\$1S,000
Field Trips	\$3,063		\$3,063
Program evaluation	\$S,000		\$S,000
Communities in Schools - Wellness Coordinator	\$4,600		\$4,600
National Conference registration -two people	\$1,000		
<b>Construction</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total direct costs</b>	<b>\$43,688</b>	<b>\$15,000</b>	<b>\$58,688</b>
<b>Indirect costs @ 3.00%</b>	<b>\$1,311</b>	<b>\$0</b>	<b>\$1,311</b>
<b>TOTAL COSTS</b>	<b>\$44,999</b>	<b>\$15,000</b>	<b>\$59,999</b>

**Cheney Public Schools Community Farms Partnership  
Budget narrative**

**Personnel:**

The budget provides funding for portions of two staff members who will collectively serve the project on a .15 FTE (full-time equivalent basis). Costs are based on actual rates from the 2011-12 Cheney School District salary schedule. Staff dedicated to the project will include:

*Project director, .10 FTE:* This individual will be responsible for overall grant direction including alignment of program activities to grant objectives, outcomes and timelines; budget oversight; and fulfillment of all reporting/liaison requirements set by USDA.

*Administrative assistant, .05 FTE:* This individual will serve in a support role to the project director, with varied duties that will include logistical support for project activities (field trip times and places), travel, purchase orders, time sheets and reimbursements.

<i>Project director (10 FTE x \$53,810)</i>	<i>\$5,381</i>
<i>Administrative assistant (05 FTE x \$23,400)</i>	<i>1,170</i>
<i>Personnel total</i>	<i>\$6,551</i>

In addition, the [REDACTED] will allocate, at no charge to the grant, .10 FTE per year to supervise staff and ensure quality assurance. Additional staffing will come through the wellness coordinator (.10 FTE), who will work as a contractor through Communities in Schools of Spokane County (see Contractual section). These additions will bring total project staffing to .35 FTE.

**Fringe benefits:**

Benefit costs are similarly based on actual rates. Seven items are included in fringe benefits: FICA, Washington state workers' compensation insurance, Washington state



unemployment insurance, Washington state retirement, medical and dental insurance, vacation leave cooperative and sick leave cooperative.

<i>Project director ( 10 FTE x \$18,700)</i>	<i>\$1,870</i>
<i>Administrative assistant ( 05 FTE x \$9,660)</i>	<i>483</i>
<i>Fringe benefits total:</i>	<i>\$2,353</i>

**Travel:**

The travel budget assumes 83.3 miles of local travel (mileage) per month, with staff making one trip to each school each month (54.6 total miles from the district office) and an additional 28.7 miles per month for transportation to stakeholder team meetings and partner sites. The district serves an area spanning 381 square miles. Mileage reimbursement is based on approved rates for public agencies, adjusted one or twice per year, by the state of Washington.

*Total annual mileage (83.3 miles per month x 12 months= 1,000 miles x .51/mile) \$510*

The next six line items are directly related to the required project directors' meeting and national conference in Washington, D.C. Costs are based on a three-day meeting (four travel days/three hotel nights) for two staff (project director and wellness coordinator) flying from Spokane to Reagan-National Airport. Conference registration is included in the contractual section.

Coach airfare (Travelocity.com, May 9, 2012), \$606 x 2:	\$1,212
Hotel, \$226 x 3 nights x 2 staff:	1,356
Per diem, \$71 x 4 days x 2 staff:	568
D.C. ground transportation, \$15 x 4 days x 2 staff:	120
Spokane airport parking, \$9 x 4 days x 2 staff:	72
Airport mileage, (CPS to Spokane Int'l Airport) RT: 30 miles x .51 x 2 staff:	31

*Total D.C. meeting:* \$3,359

*Travel total:* \$3,869

**Equipment:**

The budget provides resources to acquire kitchen equipment in order to test preliminary program designs during the year. The following equipment is needed to prepare and test recipes featuring locally produced fruits, vegetables and other foods that will be used during student testing events: a steamer, \$5,000; two mixers, \$4,000; and one Robo Coupe, \$2,500.

*Equipment total:* \$11,500

**Supplies:**

Three items are contained in the supply budget-\$600 for meeting materials, including copies/printing, Post-It chart paper, folders, pens markers and other related items; \$2,800 for educational and outreach materials (\$400 per school x 7 schools); and \$2,352 to conduct two student taste test events in each school building (\$168 per taste test x 7 schools x 2 taste test events).

*Supplies total:* \$5,752

**Contractual:**

Five items are contained in the contractual category, beginning with \$15,000 offered as in-kind non-federal matching funds by [REDACTED] for a consultant with farm to school experience to guide the stakeholder team as it develops a comprehensive, integrated district-wide F2S implementation plan at CPS. The consultant will help develop the program and lead the creation of a sustainability plan.

The budget provides \$3,063 for one field trip for all 5th grade science students (250) to visit a local farm where they can receive a real life, relevant experience featuring crop planting

and production, farming tools and materials. This field trip will cover 5th grade state science standards and help build student excitement about eating locally grown food. Ultimately, the trip will tie science classroom instruction to a field experience related to students' daily nutrition, providing a valuable, hands-on education for students and the community of Cheney. The following items are included in the field trip budget:

Transportation (63.6 round-trip miles x \$3.01 per mile x 9 school buses)	\$1,723
Lunch for 250 students and 18 teacher chaperones (268 meals x \$5 per meal)	1,340
<i>Field trip total:</i>	<i>\$3,063</i>

The next item provides \$5,000 for third-party evaluation by NorthEast Washington Educational Service District (NEWESD) 101. NEWESD 101 was selected for the evaluation function on the basis of its unique qualification on many levels: 1) successful evaluation of numerous state and federal grants; 2) cost effectiveness; and 3) first-hand knowledge of district operations.

<i>Evaluation total:</i>	<i>\$5,000</i>
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The fourth item provides \$4,600 to Communities in Schools of Spokane County (CIS) to support the district's wellness coordinator. Employed by CIS on a .50 FTE, this position will increase by .10 FTE (an additional 208 hours per year) to coordinate this grant with existing wellness activities supported by the district's Obesity Prevention Initiative. The wellness coordinator will serve on the stakeholder team, work with the project director to plan and implement taste-testing events, participate in training activities (including the mandatory meeting and national conference), secure and distribute marketing materials in each building and help to coordinate the expansion of Food Sense into an increasing number of eligible school buildings.

Salary and benefits (.10 FTE of \$46,000) \$4,600

*Total Wellness Coordinator* \$4,600

The fifth and final item provides \$1,000 to cover the estimated registration fee for the project director and the wellness coordinator to attend the national conference that will be held in conjunction with the required national meeting in Washington D.C.

*Total National Conference Registration (\$500 each x 2 stajj)* \$1,000

Contractual in Summary

*Contractual federal total: The sum of all five items listed above* \$13,663

*Contractual in-kind total:* \$15,000

*Total Contractual federal and in-kind costs:* \$28,663

**Construction:**

None.

*Construction total: \$0.*

**Other:**

None

*Other total: \$0.*

**Total direct costs:**

This is the sum of the eight categorical totals listed above. The total non-federal costs will be provided by [REDACTED] (see commitment letter in the appendix) and fulfills the 25% match requirement.

*Total federal direct costs: \$43,688.*

*Total non-federal costs: \$15,000.*

**Indirect costs:**

This line-item is based upon a "pre-determined maximum **restricted** federal indirect cost rate of three (3) percent," as provided in an agreement with CPS' cognizant agency, the Washington Office of the State Superintendent of Public Instruction (OSPI). Both CPS and OSPI are audited on an annual basis by the Washington State Auditor's Office, a separate, constitutionally created state agency. A copy of the indirect rate letter and rate is attached.

*Indirect cost total: \$1,311.*

**Totals:**

This is the sum of total direct costs and indirect costs.

*Total federal project cost: \$44,999.*

*Total non-federal project cost: \$15,000*

*Total federal and non-federal project cost: \$59,999*

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## BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 06/30/2014

### SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Farm to school	10.575	\$ <input type="text"/>	\$ <input type="text"/>	\$ 44,999.00	\$ 15,000.00	\$ 59,999.00
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>5. Totals</b>		\$ <input type="text"/>	\$ <input type="text"/>	\$ 44,999.00	\$ 15,000.00	\$ 59,999.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Farm to School				
<b>a. Personnel</b>	\$ 6,551.00	\$	\$	\$	\$ 6,551.00
<b>b. Fringe Benefits</b>	2,353.00				2,353.00
<b>c. Travel</b>	3,869.00				3,869.00
<b>d. Equipment</b>	11,500.00				11,500.00
<b>e. Supplies</b>	5,752.00				5,752.00
<b>f. Contractual</b>	28,663.00				28,663.00
<b>g. Construction</b>	0.00				
<b>h. Other</b>	0.00				
<b>i. Total Direct Charges (sum of 6a-6h)</b>	58,688.00				\$ 58,688.00
<b>j. Indirect Charges</b>	1,311.00				\$ 1,311.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 59,999.00	\$	\$	\$	\$ 59,999.00
<b>7. Program Income</b>	\$ 0.00	\$	\$	\$	\$

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Farm to School	\$ <input type="text"/>	\$ <input type="text"/>	\$ 15,000.00	\$ 15,000.00
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ <input type="text"/>	\$ 15,000.00	\$ 15,000.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 44,999.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 4,999.00
14. Non-Federal	\$ 15,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ 59,999.00	\$ 30,000.00	\$ 15,000.00	\$ 10,000.00	\$ 4,999.00

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text" value="Restricted, predetermined indirect cost rate = 3%"/>
23. Remarks: <input type="text"/>	



## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: black;"></div>	<p>* TITLE</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: black;"></div>
<p>* APPLICANT ORGANIZATION</p> <div style="border: 1px solid black; padding: 2px;">Cheney Public Schools</div>	<p>* DATE SUBMITTED</p> <div style="border: 1px solid black; padding: 2px;">06/12/2012</div>

Standard Form 424B (Rev. 7-97) Back

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

Version 01.1

<b>* 1.a. Type of Submission:</b> <input checked="" type="checkbox"/> Application <input type="checkbox"/> Plan <input type="checkbox"/> Funding Request <input type="checkbox"/> Other * Other (specify) <input type="text"/>		<b>* 1.b. Frequency:</b> <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other * Other (specify) <input type="text"/>		<b>* 1.d. Version:</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Resubmission <input type="checkbox"/> Revision <input type="checkbox"/> Update	
		<b>* 2. Date Received:</b> <input type="text" value="06/12/2012"/>	<b>STATE USE ONLY:</b>		
		<b>3. Applicant Identifier:</b> <input type="text"/>	<b>5. Date Received by State:</b> <input type="text"/>		
		<b>4a. Federal Entity Identifier:</b> <input type="text"/>	<b>6. State Application Identifier:</b> <input type="text"/>		
		<b>4b. Federal Award Identifier:</b> <input type="text"/>			
<b>1.c. Consolidated Application/Plan/Funding Request?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="text" value="Explanation"/>					
<b>7. APPLICANT INFORMATION:</b>					
<b>* a. Legal Name:</b> <input type="text" value="Cheney Public Schools"/>					
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="91-0833847"/>			<b>* c. Organizational DUNS:</b> <input type="text" value="037996741"/>		
<b>d. Address:</b>					
<b>* Street1:</b> <input type="text" value="520 4th Street"/>			<b>Street2:</b> <input type="text"/>		
<b>* City:</b> <input type="text" value=""/>			<b>County:</b> <input type="text" value=""/>		
<b>* State:</b> <input type="text" value="WA: Washington"/>			<b>Province:</b> <input type="text"/>		
<b>* Country:</b> <input type="text" value="USA: UNITED STATES"/>			<b>* Zip / Postal Code:</b> <input type="text" value="99004"/>		
<b>e. Organizational Unit:</b>					
<b>Department Name:</b> <input type="text" value="Nutrition Services"/>			<b>Division Name:</b> <input type="text"/>		
<b>f. Name and contact information of person to be contacted on matters involving this submission:</b>					
<b>Prefix:</b> <input type="text" value=""/>	<b>* First Name:</b> <input type="text" value=""/>		<b>Middle Name:</b> <input type="text"/>		
<b>* Last Name:</b> <input type="text" value=""/>			<b>Suffix:</b> <input type="text"/>		
<b>Title:</b> <input type="text" value=""/>					
<b>Organizational Affiliation:</b> <input type="text" value="employee"/>					
<b>* Telephone Number:</b> <input type="text" value=""/>			<b>Fax Number:</b> <input type="text" value=""/>		
<b>* Email:</b> <input type="text" value=""/>					

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

Version 01.1

**\* 8a. TYPE OF APPLICANT:**

G: Independent School District

\* Other (specify):

b. Additional Description:

**\* 9. Name of Federal Agency:**

Food and Nutrition Service

**10. Catalog of Federal Domestic Assistance Number:**

10.575

CFDA Title:

Farm to School Grant Program

**11. Areas Affected by Funding:**

Cheney Public Schools in Spokane County, Washington

**12. CONGRESSIONAL DISTRICTS OF:**

\* a. Applicant:

5th

b. Program/Project:

5th

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**13. FUNDING PERIOD:**

a. Start Date:

10/01/2012

b. End Date:

09/30/2013

**14. ESTIMATED FUNDING:**

\* a. Federal (\$):

44,999.00

b. Match (\$):

15,000.00

**\* 15. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under the Executive Order 12372 Process for review on:

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

Version 01.1

**\* 16. Is The Applicant Delinquent On Any Federal Debt?**

Yes  No

**17. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I Agree

\*\* This list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

Organizational Affiliation:

\* Telephone Number:

\* Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

APPLICATION FOR FEDERAL ASSISTANCE SF-424- MANDATORY

**\*Consolidate Application/Plan/Funding Request Explanation**

APPLICATION FOR FEDERAL ASSISTANCE SF-424- MANDATORY

**\*Applicant Federal Debt Delinquent Explanation**

**STATEMENT OF ASSURANCE REGARDING FELONY CONVICTION OR TAX  
DELINQUENT STATUS**

**ALL** applicants **MUST** complete this statement. **If the applicant fails to complete and return the statement, the application package will be deemed nonresponsive and will receive no further consideration.**

Awards made under this announcement are subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. No. 112-55, Division A, Sections 738 and 739 regarding corporate felony convictions and corporate federal tax delinquencies. To comply with these provisions, all applicants must complete paragraph (1) of this representation, and all corporate applicants also must complete paragraphs (2) and (3) of this representation.

- (1) Applicant Cheney School District is \_\_\_ is not  (check one) an entity that has filed articles of incorporation in one of the fifty states, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, U.S. Virgin Islands. (Note: This includes ANY AND ALL for-profit and non-profit organizations.)

If Applicant checked “is” above, Applicant **MUST** complete paragraphs (2) and (3) of the representation. If Applicant checked “is not” above, Applicant may leave the remainder of the representation blank.

- (2) Applicant \_\_\_\_\_ has \_\_\_ has not \_\_\_\_ (check one) been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of application. Applicant has \_\_\_ has not \_\_\_\_ (check one) had any officer or agent of Applicant convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal or State law in the 24 months preceding the date of signature.

- (3) Applicant \_\_\_\_\_ has \_\_\_ does not have \_\_\_\_ (check one) any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.



# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB  
0348-0046

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

**4. Name and Address of Reporting Entity:**  
 Prime     SubAwardee

\* Name: Cheney Public Schools

\* Street 1: 520 4th Street    \* Street 2: \_\_\_\_\_

\* City: Cheney    \* State: WA: Washington    \* Zip: 99004

Congressional District, if known: 5th

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> United States Department of Agriculture	<b>7. * Federal Program Name/Description:</b> Farm to School Grant Program CFDA Number, if applicable: 10.575
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------

<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____
-----------------------------------------------------	-----------------------------------------------

**10. a. Name and Address of Lobbying Registrant:**

Prefix \_\_\_\_\_ \* First Name No lobbying Middle Name \_\_\_\_\_

\* Last Name No lobbying Suffix \_\_\_\_\_

\* Street 1 \_\_\_\_\_ \* Street 2 \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* Zip \_\_\_\_\_

**b. Individual Performing Services** (including address if different from No. 10a)

Prefix \_\_\_\_\_ \* First Name No lobbying Middle Name \_\_\_\_\_

\* Last Name No lobbying Suffix \_\_\_\_\_

\* Street 1 \_\_\_\_\_ \* Street 2 \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* Zip \_\_\_\_\_

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* Signature: \_\_\_\_\_

\* Name: Prefix \_\_\_\_\_ \* First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
\* Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Date: 06/12/2012

**Federal Use Only:** \_\_\_\_\_ **Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)**



*Transforming our seven counties into the state's healthiest region.*

May 31,2012

**[Redacted]**  
Superintendent-elect  
Cheney Public Schools  
520 4th Street  
Cheney, WA 99004

RE: Letter of Commitment for USDA Farm to School Grant

Dear Dr. Clemens,

Empire Health Foundation is pleased to expand its partnership with Cheney Public Schools in support of the Farm to School planning grant proposed to USDA (CFDA #10.575).

Contingent upon a successful award, we will commit \$15,000 in private matching funds to hire an independent consultant with expertise in Farm to School programs. This consultant will play a leading role in implementing an integrated development plan that will ultimately impact the entire Cheney community.

In addition to our in-kind share, we are pleased that this USDA grant will allow us to expand the time commitment of the wellness coordinator housed at Cheney Public Schools. This increase will total 208 hours per year. The coordinator will continue to support the district's Obesity Prevention Initiative and expand the initiative in support of Farm to School planning activities.

Thank you for including Empire Health Foundation in this exciting initiative.

**[Redacted]**  
Senior Program Associate  
Strategic Grant Program &  
Responsive Grant Program

PO Box 244  
Spokane,WA 99210



WASHINGTON STATE UNIVERSITY  
Jr.:1 SPOKANE COUNTY EXTENSION



May 31,2012

██████████  
Superintendent-elect  
Cheney Public Schools  
520 4<sup>th</sup> Street  
Cheney,WA 99004

RE: letter of Commitment for USDA Farm to School Grant

Dear Dr. Clemens,

Washington State University Cooperative Extension (Spokane County) welcomes the opportunity to partner with Cheney Public Schools' Farm to School planning grant application to the United States Department of Agriculture (USDA).

As part of this initiative, we will implement a pilot that will expand the Food Sense program currently housed at Sunset Elementary School to other eligible schools throughout the district. Food Sense is a USDA-sponsored program that promotes good sense in nutrition, ultimately translating into better health.

Our participation will be offered at no cost to the grant. In working together, we will successfully leverage resources, expanding benefits to new audiences without expanding cost within the parameters of the Food Sense budget.

Thank you for inviting us to partner with Cheney Public Schools as it plans an integrated and comprehensive Farm to School program that will promote student health.

Sincerely,

██████████  
erry Perry, R.D.  
WSU Food Sense Coordinator

For more information on the Food Sense or EFNEP programs please call (509) 477-2161

Funded, in part, by USDA-Food and Nutrition Service, and state and local government agencies.

County extension programs and policies are consistent with federal and state laws and regulations on non-discrimination regarding race, color, gender, national origin, religion, age, disability, and sexual orientation. Evidence of noncompliance may be reported through your local Extension office. Persons with a disability requiring special accommodation while participating in our programs may call 477-2048, WSU Cooperative Extension. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on-site.

LOCAL EDUCATIONAL AGENCY  
DELEGATION AGREEMENT

ORGANIZATION:

Washington Superintendent of  
Public Instruction  
Post Office Box 47200  
Olympia, Washington 98504-7200

DATE: SEP 1 2011

AGREEMENT NO. = 2011-157----

FILING REFERENCE: This replaces  
previous Agreement No. 2006-137  
dated May 14, 2007

This Agreement confirms approval and acceptance of the methodology policy and procedures the State Educational Agency (SEA) will use in establishing indirect cost rates for their Local Educational Agencies (LEAs). These rates are for use in the award and management of Federal contracts, grants and other assistance arrangements governed by Office of Management and Budget (OMB) Circular A-87 and Education Department General Administrative Regulations (EDGAR) 34 CFR parts 75.561 and 76.561 (b) and (c).

The State Superintendent of Education or designated representative is delegated authority to establish indirect cost rates for LEAs in their State. These LEA rates will serve as the sole basis for budgeting and allocating indirect cost reimbursement under Federal programs. The application of LEA indirect cost rates is binding on all Federal agencies and subject to periodic review pursuant to single audit requirements for State and Local governments.

The effective period of this agreement is: September 1, 2011 to August 31, 2016.

For the State Educational Agency:

For the Federal Government;

Name

[REDACTED]  
Name

Director, Indirect Cost Group

Title

Date

SEP 01 2011

Date

Frances Outland

Negotiator

[REDACTED]  
Telephone Number

Schedule for Determining School District Federal Restricted Indirect Cost Rate  
Including Fixed With Carry-Forward Calculation for Fiscal Year 2011-12

PROGRAM AND ACTIVITY TITLES	TOTAL PROGRAM EXPENDITURE	EXCLUDED			(ADDED TO BASE) UNALLOWABLE	(POOL) INDIRECT EXPENDITURES	(BASE) DIRECT EXPENDITURES
		CAPITAL OUTLAY	DEBT SERVICE	DISTORTING ITEMS			
<b>TOTAL PROGRAMS 01-89, 98, 99</b>	<b>31,878,751.15</b>	<b>205,909.88</b>		<b>665,832.99</b>			<b>31,007,008.28</b>
PROGRAM 97 ACTIVITIES							
11 Board of Directors	65,077.37	0.00		5,604.14	29,294.96	30,178.27	
12 Superintendent's Office	260,524.72	0.00		0.00	260,524.72	0.00	
13 Business Office	473,276.89	0.00		0.00		473,276.89	
14 Human Resources	278,707.21	0.00		0.00		278,707.21	
15 Public Relations	0.00	0.00			0.00	0.00	
25 Pupil Management and Safety	0.00	0.00		0.00	0.00	0.00	
61 Supervision	211,909.89	0.00		0.00	211,909.89	0.00	
62 Grounds Maintenance	258,938.48	0.00		0.00	258,938.48	0.00	
63 Operation of Buildings	1,052,341.51	0.00		0.00	1,052,341.51	0.00	
64 Maintenance	740,690.65	46,841.01		133,628.02	560,221.62	0.00	
65 Utilities	806,976.03	0.00		0.00	806,976.03	0.00	
67 Building and Property Security	0.00	0.00		0.00	0.00	0.00	
68 Insurance	221,370.80	0.00		0.00	221,370.80	0.00	
72 Information Systems	642,504.84	29,795.80		0.00	456,769.05	155,939.99	
73 Printing	101,679.11	0.00		0.00		101,679.11	
74 Warehousing	0.00	0.00		0.00		0.00	
75 Motor Pool	51,214.11	3,790.27		0.00		47,423.84	
83 Interest	0.00	0.00	0.00				
84 Principal	0.00	0.00	0.00				
85 Debt-Related Expenditures	0.00	0.00	0.00				
<b>Total Program 97</b>	<b>5,165,211.61</b>	<b>80,427.08</b>	<b>0.00</b>	<b>139,232.16</b>	<b>3,858,347.06</b>	<b>1,087,205.31</b>	

Schedule for Determining School District Federal Restricted Indirect Cost Rate  
Including Fixed With Carry-Forward Calculation for Fiscal Year 2011-12

	TOTAL PROGRAM EXPENDITURE	CAPITAL OUTLAY	DEBT SERVICE	DISTORTING ITEMS	(ADDED TO BASE) UNALLOWABLE	(POOL) INDIRECT EXPENDITURES	(BASE) DIRECT EXPENDITURES
Sub-Total All Programs	37,043,962.76	286,336.96	0.00	805,065.15		1,087,205.31	31,007,008.28
Unallowable Costs.					-3,858,347.06		3,858,347.06
<b>TOTALS</b>	<b>37,043,962.76</b>	<b>286,336.96</b>	<b>0.00</b>	<b>805,065.15</b>		<b>1,087,205.31</b>	<b>34,865,355.34</b>

\*\*\* FIXED WITH CARRY-FORWARD RESTRICTED INDIRECT RATE CALCULATION \*\*\*

FY 07-08

- 1. FY 07-08 INDIRECT EXPENDITURES 997,165.06
- 2. FY 07-08 DIRECT EXPENDITURES 31,882,284.00
- 3. FY 07-08 OVER/UNDER RECOVERY (CALCULATED) 451,549.92
- 4. FY 07-08 TOTAL POOL (LINE 1 + LINE 3) 1,448,714.98
- 5. CALCULATED FY 07-08 RESTRICTED INDIRECT RATE TO BE USED IN FY 09-10 0.045

FY 09-10

- 6. FY 09-10 INDIRECT EXPENDITURES FROM COLUMN 6 1,087,205.31
- 7. FY 07-08 OVER/UNDER RECOVERY (LINE 3) 451,549.92
- 8. FY 09-10 ADJUSTED IND POOL (LINE 6 + LINE 7) 1,538,755.23
- 9. FY 09-10 DIRECT EXPENDITURES FROM COLUMN 7 34,865,355.34
- 10. FY 09-10 RESTRICTED INDIRECT RATE (LINE 5) 0.045
- 11. FY 09-10 AMOUNT RECOVERED (LINE 9 \* LINE 10) 1,582,887.13
- 12. FY 09-10 OVER/UNDER RECOVER (LINE 8 - LINE 11) -44,131.90
- 13. FY 09-10 TOTAL POOL (LINE 6 + LINE 12) 1,043,073.41
- 14. CALCULATED FY 09-10 RESTRICTED INDIRECT RATE TO BE USED IN FY 11-12 (LINE 13 / LINE 9) 0.030

# Cheney FREE PRESS

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March 29, 2012

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## Board approves Clemens as Cheney's next superintendent

By BECKY THOMAS  
Staff Reporter

The Cheney School Board decided at last week's meeting that current associate superintendent Deb Clemens would be the school district's next superintendent.

Pending successful contract negotiations, Clemens will take over for retiring Superintendent Larry Keller in July.

After 14 years of work in the school district and being selected as a finalist for the top job when Keller was hired in 2008, Clemens was overcome with emotion after the four attending board members (James Whiteley was absent) voted unanimously to offer her the job and the meeting's attendees rose for a standing ovation.

"I always knew I would be a superintendent," she said after the meeting. "I'm thrilled it's here."

Clemens came to Cheney in 1997 as assistant principal at CHS. She moved up through the ranks, serving as principal in 2002 and moving to the district office in 2004 as the human resources director. She was named assistant superintendent in 2006. Clemens, a native of Wisconsin, holds a doctoral degree from Gonzaga University and a superintendent credential from Washington State University.

In February Keller announced his plan to retire in June and the school board decided to hire his replacement using a "successor strategy." The strategy allows the board to invite a candidate or candidates from within the district to apply for the job. While there are a few current district employees with the proper credentials to serve as the superintendent, the board opted to only invite Clemens.

Following two interviews, including one witnessed by a gallery of district stakeholders who shared feedback with the board, board members said last week they knew Clemens deserved an opportunity to lead the district where she has worked for many years.

Board member Rick Mount thanked Clemens for staying with Cheney after she didn't get the superintendent job in 2008.

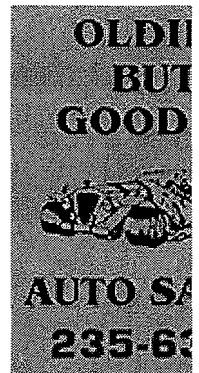
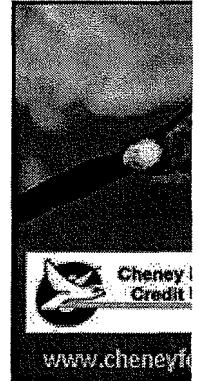
"I know that you had other opportunities and you could have gone," Mount said. "I admire the fact that you hung in there not knowing if this opportunity would come your way, not knowing how long Larry would be here, so I thank you for that."

Clemens said she hoped to sell her South Hill home and move with her husband and two young children within the district borders as soon as possible. The board opted to require district residency of the new superintendent.

Clemens plans to start preparing for her new job in the coming months by visiting each school and holding open hours for staff and patrons to talk to her about the district's strengths and weaknesses.

"I would describe it as an entry plan," she said. "You want to have that opportunity for a fresh perspective."

She said the conversations would help her set "clear, measurable goals for the next few years."



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