



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

Memo Code: SP 16-2009

DATE: March 3, 2009

TO: Regional Administrators  
State Directors

SUBJECT: Administrative Review and Training (ART) Grant Amendment

We have had a number of requests for clarification regarding the use of \$3,500 per review for the Fiscal Year (FY) 2009 ART grant award under Method 1. The purpose of this memorandum is to amend our cover letter and request for application (RFA) for the FY 2009 ART grant, Method 1.

As stated in the RFA for these grants, the goal of Method 1 is to encourage and support State agencies (SAs) in their efforts to decrease administrative errors and conduct additional administrative reviews of those school food authorities (SFA) that may have a high level of, or a high risk for, administrative error. Due to variations in SA size, the Food and Nutrition Service (FNS) is amending the RFA for the FY 2009 ART grant, Method 1, to allow SAs to request more than \$3,500 per SFA review. If a SA requests more than \$3,500 per review, appropriate justification must be provided to enable FNS to determine whether or not the increase is justifiable. All justifications must include a clear basis for the amount requested. Requests for amounts higher than the \$3,500 per review will require a more detailed examination of the application for funding.

We look forward to working with you as we continue this grant award process.

If you have any additional questions or concerns, please don't hesitate to contact us.

**Original Signed**

CYNTHIA LONG  
Director  
Child Nutrition Division

**Original Signed**

LAEL LUBING  
Director  
Grants Management