

RES 16-068

Wilmington, Delaware  
September 15, 2016

#4258

Sponsor:

**WHEREAS**, pursuant to Section 2-363 of the Code of the City of Wilmington (“City”), the City may apply for and receive grant funds to be used for a wide variety of City activities, subject to the approval of City Council; and

**WHEREAS**, the City has been approved by the Department of Education for the State of Delaware to receive grant funds from the Federal government for the operation and cost of the Child and Adult Care Food Program (the “Food Program”), which is set to run from October 3, 2016 through September 30, 2017, and which may be extended for one similar period upon the agreement of the parties; and

**WHEREAS**, the amount of the grant funds for the FY2017 Food Program is estimated by the Department of Parks and Recreation to be approximately \$485,273.00 based upon the increased number of meals projected to be served in comparison with the FY2016 Food Program (see Exhibit “A”); and

**WHEREAS**, although the City is not required to provide matching funds for receipt of these grant funds, the City is initially required to pay the Food Program vendor with City funds and is then reimbursed by the Federal government through the State of Delaware for the payments. There will be no net financial impact on the City, provided the City complies with all Federal and State requirements attached to the Food Program; and

**WHEREAS**, the City has prepared the necessary specifications to solicit bids from prospective vendors to submit bids for a contract to provide meals to eligible participants in the Food Program, which contract may be extended for one additional similar period; and

Council  
Member  
Chukwuocha

**WHEREAS**, the Department of Parks and Recreation has recommended that City Council approve the City's use of the grant funds for the Food Program in accordance with the terms of the grant.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON** that the use of the herein described Federal grant funds received from the State of Delaware for the Food Program be accepted and approved, and the Mayor or his designee, and the City Clerk are hereby authorized to execute any and all appropriate grant documents or other undertakings pursuant thereto as may be necessary. This grant and the resulting contract to provide meals for the Food Program may be extended for one additional similar period upon the agreement of the parties.

Passed by City Council,  
September 15, 2016

ATTEST: Maribel Seijo  
City Clerk

Approved as to form this 15<sup>th</sup>  
day of September, 2016

Dany Shatna  
Assistant City Solicitor

**SYNOPSIS:** This Resolution approves the acceptance and use of Federal grant funds received by the City of Wilmington from the State of Delaware for the Child and Adult Care Food Program in the approximate amount of \$485,273.00 as estimated by the Department of Parks and Recreation, for the period of October 3, 2016 through September 30, 2017. This grant and the resulting contract to provide meals for the Food Program may be extended for one additional similar period upon the agreement of the parties.

**Agenda #**

**Impact Statement**

This Resolution approves the acceptance and use of Federal grant funds received by the City of Wilmington from the State of Delaware for the Child and Adult Care Food Program in the approximate amount of \$485,273.00 as estimated by the Department of Parks and Recreation, for the period of October 3, 2016 through September 30, 2017. There will be no net financial impact on the City provided the City complies with all Federal and State requirements attached to the Food Program. This grant and the resulting contract to provide meals for the Food Program may be extended for one additional similar period upon the agreement of the parties.



## DEPARTMENT OF EDUCATION

The Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
DOE WEBSITE: <http://www.doe.k12.de.us>

Steven H. Godowsky  
Secretary of Education  
Voice: (302) 735-4000  
FAX: (302) 739-4654

September 7, 2016

Mr. James Lane, Director  
City of Wilmington  
Department of Parks & Recreation  
500 Wilmington Avenue  
Wilmington, DE

Dear Mr. Lane,

Please accept this letter as acknowledgement that the City of Wilmington is beginning to prepare for the startup of the Fiscal Year 2017 At Risk Program through the Child and Adult Care Food Program (CACFP). We understand that over the next few months you will be working to procure meals for your sites, train your monitors, and finalize your feeding sites.

In fiscal year 2016, the At Risk program has generated \$410,851.33 in Federal reimbursement based on meals served to the children at your feeding sites. Please note that this does not yet include reimbursement for the month of September 2016 as it is not yet complete. This is a total reimbursement from October 2015 through May 2016. Reimbursement is calculated at meals times rates. The reimbursement rates are issued each year by USDA. If your program operates at the same capacity as last year, you can anticipate receiving approximately the same reimbursement.

The attached screenshot is from DENARS. This is the budget that you entered for fiscal year 2016. You can see that the budget entered was \$542,036.00 and DOE approved a budget of \$485,273.00. In the end, the amount generated from CACFP At Risk Program so far is \$410,851.33.

We will be issuing a formal approval letter to all sponsors once they complete reapplication this fall. Once approved, we will begin to reimburse for the meals served to the children in your program.

Thank you for your continued partnership and your dedication to the children of Delaware!

Sincerely,

A handwritten signature in black ink that reads "Aimee F. Beam".

Aimee F. Beam, RD, LDN  
Education Associate, Child Nutrition Programs

Cc: Linda C. Wolfe, EdD, RN, Director, School support Services  
Nicole R. Adams, Youth & Family Services Manager, City of Wilmington  
CACFP File

310276414-A3 (C)  
 City of Wilmington, Parks and Recreation-000000025  
 500 Wilmington Ave  
 Wilmington, DE 19801-3590  
 NEW CASTLE

Budget Version: Original

	Sponsor Complete This Column	FOR STATE USE ONLY Approved
<b>A. PREVIOUS YEAR'S REIMBURSEMENT</b>		
1. Previous year's reimbursement	\$ 474,034.25	
<b>B. OPERATING EXPENSES</b>		
1. Food (costs for meals/snacks that are self prepared or ordered)	\$ 0.00	\$ 0.00
2. Food delivery or transportation of foods (shipping)	\$ 426,888.00	\$ 426,888.00
3. Non Food (disposable plates, cups, cleaning supplies, etc)	\$ 1,800.00	\$ 1,800.00
4. Food preparation/Labor	\$ 14,985.00	\$ 14,985.00
5. Purchase Services (trash removal, etc)	\$ 0.00	\$ 0.00
6. Equipment (rental, lease, purchase, etc)	\$ 0.00	\$ 0.00
7. Other (please specify)	\$ 0.00	\$ 0.00
8. Other (please specify)      Uniforms	\$ 1,000.00	\$ 0.00
9. Other (please specify)	\$ 0.00	\$ 0.00
10. Do you claim costs that require approval of allocation formula or indirect cost rate?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, provide justification:		
<b>Total Operating Expense</b>	<b>\$444,665.00</b>	<b>\$443,663.00</b>
<b>C. ADMINISTRATIVE EXPENSES</b>		
1. Part-Time Administrative Personnel	\$ 57,003.00	\$ 55,370.00
2. Audit Fees	\$ 0.00	\$ 0.00
3. Fringe Benefits	\$ 0.00	\$ 0.00
4. Monitoring Salaries	\$ 0.00	\$ 0.00
5. Clerical Salaries	\$ 0.00	\$ 0.00
6. Travel/Training	\$ 0.00	\$ 0.00
7. Communications (internet, postage, phone, fax, etc)	\$ 0.00	\$ 0.00
8. General Office Supplies (paper, printing, etc)	\$ 0.00	\$ 0.00
9. Contracted Services (recycling fees, equipment lease, etc)	\$ 0.00	\$ 0.00
10. Other (please specify)      1/ monitor	\$ 10,388.00	\$ 10,388.00
11. Other (please specify)      2/ Drivers & Assst. Drivers	\$ 29,970.00	\$ 15,940.00
12. Other (please specify)	\$ 0.00	\$ 0.00
<b>Total Administrative Expense</b>	<b>\$97,371.00</b>	<b>\$41,608.00</b>
<b>GRAND TOTAL</b>		
<b>Grand Total (Total Operating Expense + Total Admin Expense)</b>	<b>\$542,036.00</b>	<b>\$485,273.00</b>