

2017 NSLP Equipment Grant

Child Nutrition Programs

Idaho State Department of Education



Overview

The Idaho Department of Education has been awarded \$114,253 under the 2017 Agriculture Appropriations Act for use as National School Lunch Program (NSLP) Equipment Assistance Grant funds. The State agency (SA) will award grant funds via a competitive grant process. These funds will assist school food authorities (SFAs) in purchasing equipment needed to meet the nutrition standards for schools as required by the Healthy Hunger Free Kids Act of 2010.

Funding Goals

SFAs must plan to utilize NSLP Equipment Assistance Grant funds on equipment that covers at least one of the following focus areas:

- Equipment that lends itself to improving the quality of school foodservice meals that meet the dietary guidelines.
- Equipment that improves the safety of food served in the school meal programs.
- Equipment that improves the overall energy efficiency of the school food service operations.
- Equipment used to improve or expand participation in the NSLP.

Eligibility

To be considered for grant fund:

- SFAs must operate the NSLP.
- SFAs must submit a completed Equipment Grant Application to the SA by October 13, 2017.
- Three comparable equipment bids must be submitted with the grant application. Note: capital equipment is defined as having an acquisition cost of at least \$5,000 or more per unit, including delivery and installation, and a useful life of more than one year (unless SFA has a lower capital equipment threshold).
- SFAs must not have any outstanding finding in last review.
- SFAs must adhere to all rules and regulations as listed in Appendix A of this document.

Additionally:

- All schools are encouraged to apply; additional consideration (priority) will be given to schools that have more than 50% of the students eligible for free/reduced price meals based on the March eligibility report.
- Additional consideration (priority) will be given to SFAs that did not receive NSLP Equipment Assistance Grant Awards in the past under the American Recovery and Reinvestment Act of 2009 and FY 2010, FY 2014, FY 2015, FY 2016 Equipment Grants.
- SFAs that were granted a PLE waiver for SY 2016-2017 AND/OR with greater than a three (3) month operating balance must provide an explanation/justification as to why grant funds are needed.
- All procurement and expenditure activities must be completed within six (6) months of grant award, unless the SFA receives prior approval from the SA for an extension.

School Food Authority Responsibilities

Those SFAs selected as recipients of the grant's funds must agree to the following assurances:

- The SFA will expend the full grant award within six (6) months of receiving the award, unless prior approval is granted by SA for a longer expenditure time line..
- The SFA will follow all NSLP Equipment Grant Regulations and reporting requirements including Federal, State and Local procurement laws, including all regulations identified in the Assurance of Compliance document included in the application.
- The SFA will submit three (3) comparable quotes for requested equipment with the Equipment Grant Application.
- The SFA understands that additional documentation (which may include delivery receipts, invoices, installation invoices, proof of payment and any other required documentation) must be submitted to the State agency prior to the reimbursement of Equipment Grant Expenditures.
- The SFA understands that the request meets the definition of equipment in accordance with USDA, State regulations, or Local policy.
- The SFA must continue to operate the NSLP through SY 2019 - 2020 or the award must be returned to the State Agency.

State Agency Responsibilities

The State agency will adhere to the following during the grant process:

- Award grants via a competitive grant process.
- Award the grants on or before October 30, 2017.
- Release funds for reimbursement, in a timely manner, upon receipt of all supporting documentation and invoices submitted by the SFA.
- Ensure all awardees receiving grant funds follow all Federal, State, and Local procurement laws, including all regulations identified in the Assurance of Compliance document.

Application Instructions

The Idaho State Department of Education, Child Nutrition Programs, will allocate \$114,253 in grant funds from the United States Department of Agriculture (USDA), to SFAs throughout Idaho. A competitive grant process will determine how the awards will be allocated. **All schools are encouraged to apply. Note, additional consideration will be given to those schools with greater than 50% of students eligible for free or reduced price meals AND/OR SFA's that have not received previous NSLP equipment grants.**

Carefully read the following directions and then complete all associated forms included in this application.

1. The application must be submitted to the State agency no later than 5:00PM Pacific time, October 13, 2017. The method of application submission is via email to:

CNPEquipFY17@sde.idaho.gov

Subject: Completed Application for [enter SFA name]

Faxed applications will not be accepted.

Incomplete applications will not be accepted.

2. SFAs may apply for a maximum of two pieces of equipment. Prioritize your equipment requests, listing the highest priority equipment first in this application.

The SFA will receive confirmation of receipt of the application from the SFA within two (2) business days.

3. Residential Child Care Institutions are eligible for grant funds, as long as they are participating in the NSLP and preparing their own meals.
4. Allowable purchases may include new equipment, renovation of equipment, or replacement of equipment. Used equipment may be purchased.

Equipment is defined as:

Tangible, non expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

If the SFA uses a lesser amount to define capitalization threshold (< \$5000), equipment purchases may be granted if documentation of the local policy is provided.

Attach the local policy to this application if applicable.

5. Upon award receipt and expenditure of grant funds by the SFA, all purchasing documentation, including delivery receipts, invoices, installation invoices, proof of payment and any other required documentation, must be submitted to the SA prior to receiving reimbursement. The maximum amount of funds that may be reimbursed is the awarded grant amount. Additional funds will not be available if the equipment or installation are more expensive than on the grant application. If districts expend less than the awarded grant amount, then only the expended amount will be reimbursed. Any SFA grant funds not expended may be re-allocated to the next highest ranked grant application by the SA. SFAs should submit all expenditure documents to the SA within 30 days of installation and/or project completion.
6. Kitchen renovations or construction costs do not qualify as "equipment" and may not be included in the requested funds amount. Costs that are reasonably required to procure new equipment and place it in service, including delivery, installation, testing, disposition of the old equipment etc. are allowable and **must be included in bid specifications as applicable.**

Please note that old equipment must be disposed of in accordance with applicable Federal regulations. See 2 CFR Part 400, 415 and 416.
7. The cost of purchasing smaller items, i.e., purchase of multiple meal trays, cafeteria tables, small kitchen wares, cannot be combined together to meet the Federal, State, or local equipment threshold (i.e., Federal \$5000 threshold).
8. Point-of-service (POS) systems may be purchased with grant funds but the funds must still be expended in a timely manner and, as with any grant request, the SFA must show how the POS system corresponds to the focus area(s) listed in bullet point #14.
9. Recipients of grant funds may not allocate any of the funds for administrative purposes.

10. The SFA must be in a position to fully expend the awarded grant funds within six (6) months of receiving the award. Extensions will be granted to the six month timeline with prior SA permission only. If this timeline is not adhered to and/or SA permission is not requested for an extended timeline, the SA may not reimburse the SFA the monies spent on the equipment purchase. If it is known that an extension to the six month timeline will be required at the time of completing the application, the SFA should note this in the application.

Even in cases of extensions granted, all funds must be expended by the SFA by July 1, 2019.

11. Equipment may not be purchased exclusively for the benefit of other school programs outside the NSLP, i.e., School Breakfast Program, After School Snack Program, Fresh Fruit and Vegetable Program, but these other programs may utilize the equipment purchased with grant funds if they are operated by a school participating in the NSLP.

12. Schools that contract with a Food Service Management Company (FSMC) or receive vended meals from an outside company may apply for grant funds BUT the equipment requested must benefit the school, not the outside company.

13. A base or central kitchen may receive grant funds. The percentage of free and reduced price eligibility associated with the central kitchen must compare the total enrollment with the free and reduced price eligibility of the schools served by the kitchen.

14. The equipment to be purchased must address at least one of the following focus areas; preference will be given to schools that can demonstrate impact in multiple focus areas, including:

- Equipment that lends itself to improving the nutrition and *quality* of school meals (e.g., purchasing an equipment alternative to a deep fryer).
- Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers).
- Equipment that improves the overall energy efficiency of the school foodservice operations (e.g., purchase of an energy-efficient walk in freezer replacing an outdated, energy-demanding freezer).
- Equipment that allows SFAs to improve or expand participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

15. **Documentation showing three (3) comparable bids for the requested equipment must be provided in order for this application to be considered complete.** Attach all relevant bid documentation when submitting the application to verify bid information.

School Food Authority (SFA) Information

SFA:

Address:

City: State: Idaho Zip

Contact Person: Title:

Phone: Email:

Does the SFA have a capitalization threshold for equipment? Yes No

[If No, then Idaho SDE will assign a capitalization threshold of \$5,000.]

If yes, what is the threshold? Local policy must be attached to this application.

Did the SFA receive a PLE Waiver for SY 2016-2017? Yes No

If yes, please explain why 2017 NSLP equipment funds are being requested if the SFA has more than a three month operating balance.

What is the SFAs ending foodservice fund balance for SY 2015-2016?

What are the SFAs total annual foodservice expenditures (food costs, payroll, benefits and all allowable charges) for SY 2015-2016?

Did the SFA receive previous NSLP Equipment Grant Assistance Funds? Yes No

What amount from the following funding sources is available to purchase food service equipment? If no outside funding is available, enter 0.

Funding Source	Amount
General Fund	
Other Grants	
Donations	
Other	

School Information for Equipment Request - First Priority

School

Address:

City: State: Idaho Zip

Contact Person: Title:

Phone: Email:

Grade Levels:

Student Enrollment as of March 1, 2017

Percentage of Free/Reduced eligibility as of March 1, 2017:

Equipment Description:

This Equipment is: New Replacement

If replacement equipment, what is the approximate age and condition of the equipment?

Additional Comments (optional):

The Current Equipment is: Unrepairable Limits Participation Outdated Other

Additional Comments (optional):

Estimated Equipment Cost/Amount of Grant Funds Requested?

Additional Comments (optional):

Estimated Date of Equipment Funds to be Fully Expended (if >6 months from March 30, 2018, provide explanation/justification as to why greater than 6 months needed to expend funds):

Estimated Date of Equipment Installation:

Additional Comments (optional):

Does the estimated cost include additional costs required to procure new equipment, i.e., place it in service, including delivery, installation, testing, disposition of the old equipment, etc.? Explain.

Will the equipment help improve the nutrition and quality of meals (such as serving more local foods or replacing fryers with steamer ovens)? Explain:

Will the equipment improve the safety of food served?
Explain:

Will the equipment improve the energy efficiency of school food service operations?
Explain:

Will the equipment help improve or expand participation in a school meal program?
Explain:

Will the equipment promote any "Smarter Lunchroom" strategies? Explain:

Pictures may be attached to provide additional justification/details.

Bid Information

Three (3) comparable bids must be obtained for each piece of equipment and submitted in order for this application to be complete.

EQUIPMENT REQUEST - FIRST PRIORITY

Company Name	Equipment	Cost

*All bids must be attached and included with the Equipment Grant Application

BID #1

Company Name:

Bid price includes: (select all that apply) Delivery Installation Testing Other

Bid met specifications as explained in Request for Proposal issued by school? Yes No

Explain why this bid would or would not be selected if grant funds are awarded:

BID #2

Company Name:

Bid price includes: (select all that apply) Delivery Installation Testing Other

Bid met specifications as explained in Request for Proposal issued by school? Yes No

Explain why this bid would or would not be selected if grant funds are awarded:

BID #3

Company Name:

Bid price includes: (select all that apply) Delivery Installation Testing Other

Bid met specifications as explained in Request for Proposal issued by school? Yes No

Explain why this bid would or would not be selected if grant funds are awarded:

School Information for Equipment Request - Second Priority (if applicable)

School

Address:

City State: Idaho Zip

Contact Person: Title

Phone: Email:

Grade Levels:

Student Enrollment as of March 1, 2017

Percentage of Free/Reduced eligibility as of March 1, 2017:

Equipment Description:

This Equipment is: New Replacement

If replacement equipment, what is the approximate age and condition of the equipment?

Additional Comments (optional):

The Current Equipment is: Unrepairable Limits Participation Outdated Other

Additional Comments (optional):

Estimated Equipment Cost/Amount of Grant Funds Requested?

Additional Comments (optional):

Estimated Date of Equipment Funds to be Fully Expended (if >6 months from March 30, 2018, provide explanation/justification as to why greater than 6 months needed to expend funds):

Estimated Date of Equipment Installation:

Additional Comments (optional):

Does the estimated cost include additional costs required to procure new equipment, i.e. place it in service, including delivery, installation, testing, disposition of the old equipment, etc.? Explain.

Will the equipment help improve the nutrition and quality of meals (such as serving more local foods or replacing fryers with steamer ovens)? Explain:

Will the equipment improve the safety of food served?
Explain:

Will the equipment improve the energy efficiency of school food service operations?
Explain:

Will the equipment help improve or expand participation in a school meal program?
Explain:

Will the equipment promote any "Smarter Lunchroom" strategies? Explain:

Pictures may be attached to provide additional justification/details.

EQUIPMENT REQUEST - SECOND PRIORITY

Company Name	Equipment	Cost

*All bids must be attached and included with the Equipment Grant Application

BID #1

Company Name:

Bid price includes: (select all that apply) Delivery Installation Testing Other

Bid met specifications as explained in Request for Proposal issued by school? Yes No

Explain why this bid would or would not be selected if grant funds are awarded:

BID #2

Company Name:

Bid price includes: (select all that apply) Delivery Installation Testing Other

Bid met specifications as explained in Request for Proposal issued by school? Yes No

Explain why this bid would or would not be selected if grant funds are awarded:

BID #3

Company Name:

Bid price includes: (select all that apply) Delivery Installation Testing Other

Bid met specifications as explained in Request for Proposal issued by school? Yes No

Explain why this bid would or would not be selected if grant funds are awarded:

Assurance

I confirm and attest that this grant submission is true and correct according to the information available to me at the time of completion. By applying for these grant funds I am indicating I have sufficient authority and approval to proceed with the activities described in this application. In the case this grant is funded, appropriate procurement methods will be followed as described in the application information and according to Federal, State, and Local procurement policies. I am aware I am expected to follow the regulations and requirements listed in Appendix A, Assurance of Compliance, of this application.

Signature of Foodservice Director

Signature of Superintendent

Printed Name of Foodservice Director

Printed Name of Superintendent

Date

For questions or clarifications, please contact:

Tamara Donovan at 208-332-6829, or
Shawn Charters at 208-332-6820,
or CNPEquipFY17@sde.idaho.gov

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Appendix A

Assurance of Compliance

If awarded the 2017 NSLP Equipment Assistance grant, the grant recipient shall comply with the following regulations and requirements:

Government-Wide Regulations

2 CFR Part 25: "Universal Identifier and System for Award Management"

2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"

2 CFR Part 175: "Award Term for Trafficking in Persons"

2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"

2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

2 CFR Part 400: USDA Implementing regulations "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

2 CFR Part 415: USDA "General Program Administrative Regulations"

2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"

2 CFR Part 417: USDA "Implementation of OMB Guidance on Non-Procurement Debarment and Suspension"

2 CFR Part 418 USDA "New Restrictions on Lobbying"

2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"

41 USC Section 22 "Interest of Member of Congress"

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Sections 745 and 746 of the Consolidated Appropriations Act, 2017 (Public Law 115-31).

"The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006"

Cost Principals

2 CFR, Part 200: Subpart E, Cost Principles

USDA Regulations

7 CFR Part 15: "Nondiscrimination"

Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552).

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies And Procedures

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

NONDISCRIMINATION STATEMENT

This institution is an equal opportunity provider.