



October 30, 2020

## FY 2020 National School Lunch Program School Equipment Grant

Through the FY 2020 Consolidated Appropriations Act (Public Law 116-94), the Office of Public Instruction **will fund up to a total of \$69,622 in general equipment grants ranging from \$1,000 to \$5,000 to Montana school districts participating in the National School Lunch Program (NSLP)**. Multiple pieces may be requested, but each piece of equipment may not cost less than \$1,000. These funds will allow school districts to serve healthier meals that meet updated meal patterns, with an emphasis on increasing fruits and vegetables in school meals, serving items purchased locally, improving food safety, and expanding access.

### **Grant Awards & Funding Goals**

State agencies must award grants via a competitive process to School Food Authorities (SFAs) operating the National School Lunch Program or any SFA with a previously-approved State Agency agreement on file to operate the National School Lunch Program (per 7 CFR 210.9(b)). SFAs that would otherwise be operating NSLP in SY 2020-2021, may continue to access NSLP Equipment Assistance Grants while utilizing the flexibilities granted under the current Summer Food Service Program (SFSP)/SSO Nationwide Waiver. **Priority will be given to schools that did not receive a previous NSLP School Equipment Grant award under the American Recovery and Reinvestment Act of 2009; or the FY 2010, FY 2013, FY 2014, FY 2015, FY 2016, FY2017, FY 2018, or FY 2019 Consolidated Appropriations Acts.**

Districts must demonstrate that the desired equipment will improve the overall quality of school meals. Award selection criteria will include, but are not limited to the following:

- Opportunities to realize a meaningful impact on nutrition and quality of meals such as serving more local foods, preparing more fresh fruits and vegetables (e.g. replacing fryers with combination steamer-ovens, additional refrigeration units, two-compartment produce-washing sinks, serving line and salad bar equipment, mechanical vegetable slicers and choppers).
- Strategies for adopting lunchroom changes that improve or expand participation in the NSLP and/or School Breakfast Program. For example, provide more convenience and appeal to the student population (e.g., highlighting healthier choices, redesigning menus that target healthier entrees/options, Grab-n-Go line kiosks, convenience store style cooler for parfaits and yogurts).
- Safety of food served in the school meal programs (e.g. cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
- The availability of existing State and local funding for equipment purchases.
- Age of existing food service equipment or improvement to overall efficiency of the food service operations - energy or labor (e.g. energy-efficient walk-in freezer replacing outdated freezer, purchase of new equipment that saves on labor hours during meal preparation like food processors, dough sheeter, steamers, tilting steam kettle, etc.).

### **Equipment Definition**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. In 2 CFR § 200.33, the USDA defines equipment for the purpose of NSLP equipment assistance grants as “tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000”.

However, per USDA policy memo SP 17-2020, for the FY 2020 Equipment Grant, “Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.”

### **Procurement Requirements**

As with all Federal grant funds, equipment procured using these grant funds must be necessary, reasonable, and allocable. For example, while using these grant funds to purchase a walk-in freezer or a salad bar for school food service may be an allowable cost, building an extension to a cafeteria would be a capital expense that should be borne by the school district.

Applicants should consider all allowable costs related to the procurement of equipment, as per 2 CFR pt. 225, App. B, section 15, *Equipment and other capital expenditures*:

- a. For purposes of this subsection 15, the following definitions apply:
- (1) “Capital Expenditures” means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. **Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.** Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost, in accordance with the governmental unit’s regular accounting practices.

The district must follow all Federal, State, and Local procurement laws when purchasing equipment with these grant funds. In addition, the following best practices should be considered to assist with efforts in upgrading food service equipment to serve healthier meals:

- School officials and local policymakers should work collaboratively with parents, teachers, students, and funders to identify and implement strategies for meeting equipment, infrastructure, and training needs.
- Nonprofit and for-profit organizations that have an interest in improving children’s health, education, school infrastructure, and community wellness should aid schools in acquiring the necessary equipment.

### **Grant Fund Reporting Requirements – Quarterly and Annual Progress Activity**

- Progress made in obligating funds at the State level and expending funds at the SFA level
- Accomplishments and challenges in expenditure activities
- Impact of purchased equipment on the school food service operation
- Reason(s) for any unliquidated funds
- Potential return of equipment
- Report on the total amount and percentage of administrative costs expended as compared to the total amount allowable for administrative costs
- Which SFAs have received funding (annually)
- How much funding was received (annually)

### **Award Timeline**

<b>December 18, 2020</b>	Completed application, documented need for equipment according to one or more grant focus areas, and copies of bids are due to the Office of Public Instruction.
<b>January 19, 2021</b>	Districts will be notified of the grant award.
<b>June 30, 2021</b>	Grant funds should be expended.
<b>September 30, 2021</b>	Final report is due to the Office of Public Instruction.

# School Nutrition Equipment Grant Application

## Part 1: Cover Page (Complete and attach as the first page of the grant application)

District Name \_\_\_\_\_ Grant Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Grant Contact Email \_\_\_\_\_

### Additional Information

OPI will verify all amounts listed for accuracy

#### 1. How many USDA Equipment Grant awards has your school district received?

0                      1                      2                      3 or More

#### 2. Availability of existing State and local funding for equipment purchases.

Describe additional funding sources for requested equipment available (if any).

#### 3. Excess Net Cash Resources

Did the district have net cash resources in an amount that exceeded the value of 3 months average operating expenditures for the nonprofit school food service fund last school year (SY 2019-20)?

YES                      NO

### School Equipment Request

List each piece of equipment requested (minimum cost of \$1,000 per piece of equipment). Maximum total grant award is \$5,000 (although the equipment may cost more).

List Equipment Requested	Equipment Cost/Grant Amount Requested (per piece)

#### District Commitment

- I certify that the district has the commitment to serve meals that meet the new meal patterns, improve food safety and expand access to the school lunch and breakfast programs through assistance of this grant.
- I certify that the funds will only be used for equipment purchases for kitchen/dining facility upgrades. Funding will not be used for employee wages or food purchases.
- I certify that the district will maintain the equipment and cover any additional costs not met by grant funding.
- I agree to make the school lunch and breakfast programs available to all students within the school; serve meals that meet federal nutrition requirements provided in 7 CFR §§ 210 and 220; and provide free and reduced-price meals to children determined eligible under 7 CFR § 245.
- I agree to submit a final report to the Office of Public Instruction by September 30, 2021 to document the outcomes of this grant, including documentation of the equipment purchased using grant funds.

\_\_\_\_\_  
Authorized Representative Signature (as listed in MAPS)

\_\_\_\_\_  
Date

If requesting multiple pieces of equipment, complete Part 2 separately for each piece of equipment requested. Additional Part 2 form is available on OPI's SNP website.

**Part 2: Site Application – Complete separately for each piece of equipment requested.**

<b>School District Name:</b>	<b>School Site Name:</b>
<b>Equipment Name, Make and Model:</b>	<b>Grant Amount Requested for one piece of equipment (estimated equipment cost):</b>
<b>Equipment Will be (Select One):</b> <ul style="list-style-type: none"><li><input type="radio"/> New Equipment</li><li><input type="radio"/> Replacement of Existing Equipment (_____ years old)</li><li><input type="radio"/> Renovation of Existing Equipment (_____ years old)</li></ul> <p><b>Please describe your overall and/or immediate need for this piece of equipment and how it will help reach your school food service operation goals.</b></p>	

If requesting multiple pieces of equipment, complete Part 2 separately for each piece of equipment requested. Additional Part 2 form is available on OPI's SNP website.

## Part 2 continued: Site Application

### Detailed Equipment Need

To receive full points, you must answer all questions for each piece of equipment requested. Each piece of equipment will be scored separately. See page 7 for scoring rubric. You may include your detailed need on a separate page.

**Please describe how receiving an equipment grant will improve the following six areas:**

**1. Quality and nutritional value of meals**

**2. Increase participation in the National School Lunch Program or School Breakfast Program**

**3. Safety of food served in the school meal programs**

**4. Overall efficiency of the school food service operations**

**5. Emphasis on more fruits and vegetables or serving local foods in school meals**

**6. Strategies for adopting lunchroom changes for student convenience and appeal**

## Equipment Grant Application Checklist

- ✓ Complete **Part 1: Cover Page**. Answer all questions to receive full points.
- ✓ Ensure the **Authorized Representative (as listed in MAPS)** reviews the certification statements, signs, and dates Part 1: Cover Page.
  - The signature confirms that the district will carry out the proposed grant plan.
  - The signature confirms that the district will submit a final report to the Office of Public Instruction by September 30, 2021.
  - The district is expected to maintain the equipment and cover any additional costs not met by grant funding.
- ✓ **Complete Part 2: Site Application for each piece of equipment requested**. Answer all questions to receive full points. Additional Part 2 forms are available on OPI's SNP website.
- ✓ Submit a copy of **three equipment bids** for each requested piece of equipment.
  - *Please circle, highlight, or note which bid is your preferred choice for each piece of equipment requested.*
  - *Bids must be for a minimum of **\$1,000** for each piece of equipment.*
  - For example, if you are only requesting one piece of equipment, you would submit three equipment bids. If you are requesting two pieces of equipment, you would submit three equipment bids for each piece of equipment for a total of six bids.

**Submit the completed application by December 18, 2020 via email to [chickman@mt.gov](mailto:chickman@mt.gov), or mail**

**to:** Office of Public Instruction  
School Nutrition Programs  
PO Box 202501  
Helena, MT 59620-2501  
***\*\*Do not send by fax\*\****

## Grant Scoring Rubric

*To receive points, the application must be received by due date and applicant must address all areas.*

Part 1: Cover Page				40 points	
Grant application received by due date?			Application Received by December 18		
			NO	YES	
			FAIL	PASS	
Availability of existing State and local funding for equipment purchases.			Availability of Funding		
			Funding sources identified	No additional State or local funding	
			0	5	
Excess Net Cash Resources in 2019-20 school year (exceeded 3-month operating expenses)			Exceeded Net Cash resources		
			YES	NO	
			0	5	
Authorized Representative Signature			Authorized Representative signature		
			NO	YES	
			0	5	
How many USDA Equipment Grant awards has the district received?	Number of USDA Equipment Grants received				
	3 or More	2	1	0	
	-20	0	15	25	
Total Points					

Part 2: Site Application		50 points		
Conveyed Equipment need: Low - Would really like to have. Would be added benefit for the school/cafeteria. Medium - Conveyed a basic operational need. High - Demonstrated a critical need.	Rated response			
	Low	Medium	High	
	5	10	20	
Applicant described how requested piece of equipment can improve:	Did not Describe (Information not provided)	Minimal (Clarification needed)	Adequate (Clearly described)	
Quality and nutritional value of meals	0	3	5	
Increase participation in the National School Lunch Program or School Breakfast Program	0	3	5	
Safety of food served in the school meal programs	0	3	5	
Overall efficiency of the school food service operations	0	3	5	
Emphasis on offering more fresh fruits and vegetables or local foods in school meals	0	3	5	
Adopting lunchroom strategies for student convenience	0	3	5	
Total Points				

Equipment Bids		10 points	
3 bids for one piece of equipment costing at minimum \$1,000 were submitted with the application for this piece of equipment.	Three Allowable Bids Received		
	NO	YES	
	0	10	
Total Points			

## **GOVERNMENT-WIDE REGULATIONS**

**Grant recipients chosen for an award from this RFA must comply with the following regulations, principals, and assurances:**

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 “Nonprocurement 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.

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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**

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: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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](mailto:program.intake@usda.gov).