



October 1, 2018

## FY 2018 National School Lunch Program School Equipment Grant

Through the FY 2018 Agriculture Appropriations Act, the Office of Public Instruction **will fund up to a total of \$67,619 in general equipment grants ranging from \$1,000 to \$5,000 to Montana school districts participating in the National School Lunch Program (NSLP)**. These funds will allow school districts to serve healthier meals that meet updated meal patterns, with emphasis on increasing fruits and vegetables in school meals, including items purchased locally, improving food safety, and expanding access.

### **Grant Awards**

State agencies must award these grants via a competitive grant process to School Food Authorities (SFAs), giving priority to high need schools (i.e., schools in underserved areas, schools with limited access to other resources, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced-price meals. **In addition, 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 and the FY 2010, FY 2013, FY 2014, FY 2015, FY 2016, Agriculture Appropriations Acts.**

Award selection criteria will include, but is not limited to the following:

- Opportunities to realize a meaningful impact on nutrition and quality of meals (such as serving more local foods or replacing fryers with combination steamer-ovens);
- Strategies for adopting Smarter Lunchrooms that provide more convenience and appeal to the student population, highlighting healthier choices, redesigning menus that target healthier entrees/options;
- The availability of existing local funding for equipment purchases; and/or
- Age of food service equipment.

### **Funding Goals**

The district must demonstrate that equipment will improve the quality of school meals.

Additional focus areas include:

- 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; and/or
- Equipment used to improve or expand participation in the National School Lunch Program and/or School Breakfast Program.

### **Equipment Definition**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. USDA regulations at 2 CFR 200.33 define equipment for the purpose of NSLP equipment assistance grant 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 (or such lesser amount as the district uses when reporting equipment as assets in its financial statements).

**However, per USDA policy memo SP 17-2018, for the FY 2018 Equipment Grants, “Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000. This lower purchase threshold only applies to FY 2018 equipment grant funds.”**

As with all Federal grant funds, equipment procured using these grant funds must be necessary, reasonable and allocable. While using these grant funds to purchase a walk in freezer for school food service, or a salad bar, 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, as per 2 CFR 225 (codifies/replaces A-87, but has all the same language), Appendix B, item 15:

*“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.”

### **Procurement Requirements**

The district must follow all Federal, State and Local procurement laws when purchasing equipment with these grant awards. 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 provide assistance to 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>November 12, 2018</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>December 10, 2018</b>	Districts will be notified of the grant award.
<b>June 30, 2019</b>	Grant funds should be expended.
<b>September 30, 2019</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+

**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 had excess net cash resources exceeding three months operating expenses of the nonprofit school food service fund last school year (SY 2017-18)?

YES                      NO

**School Site Equipment Request**  
List the school site and the equipment requested for the site.

School Name	Equipment Requested	% of students at this school approved for free and reduced-price meals

**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 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, 2019 to document the outcomes of this grant, including documentation of the equipment purchased using grant funds.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

## Part 2: Site Application

School District Name:	School Site Name:
Equipment Description (make and model):	Estimated Total Equipment Cost:
Equipment will be (select one): <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>	

### Detailed Equipment Need

To receive full points, you must answer all questions. See page 6 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. Participation in the National School Lunch Program or School Breakfast Program:

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

4. Overall energy efficiency of the school food service operations:

5. Emphasis on more fruits and vegetables in school meals:

6. Adopting Smarter Lunchroom strategies:

## Equipment Grant Application Checklist

- ✓ Complete **Part 1: Cover Page**. Answer all questions to receive full points.
- ✓ Ensure the **Authorized Representative** 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, 2019.
  - The district is expected to maintain the equipment and cover any additional costs not met by grant funding.
- ✓ **Complete Part 2: Site Application**. Answer all questions to receive full points.
- ✓ Submit a copy of **three equipment bids** for each requested piece of equipment.
  - *Bids must be for a minimum of \$1,000 for one piece of equipment.*
  - For example, if you are only request 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.

E-mail the completed application to [chickman@mt.gov](mailto:chickman@mt.gov), or mail the completed application by November 12,

**2018 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, application must be received by due date and applicant must address all areas.*

<b>Part 1: Cover Page</b>		<b>60 points</b>	
Grant application received by due date?	<b>Application Received by November 12</b>		
	YES	NO	
	PASS	FAIL	
Availability of existing State and local funding for equipment purchases.	<b>Availability of Funding</b>		
	No additional State or local funding	Additional funding sources identified	
	5	0	
Excess Net Cash Resources in 2017-18 school year (exceeded 3-month operating expenses)	<b>Exceeded Net Cash resources</b>		
	YES	NO	
	0	5	
Authorized Representative Signature	<b>Authorized Representative Signature</b>		
	YES	NO	
	5	0	
How many USDA Equipment Grant awards has the district received?	<b>Number of USDA Equipment Grants Received</b>		
	2+ or not listed	1	0
	-25	0	25
% of students at school approved for free and reduced-price meals	<b>Free/Reduced %</b>		
	0-25%	26-49%	50-100%
	-20	0	20
<b>Total Points</b>			

<b>Part 2: Site Application</b>		<b>30 points</b>	
<b>Applicant described how requested piece of equipment can improve:</b>	<b>Did not Describe</b> (Information not provided)	<b>Minimal</b> (Clarification needed)	<b>Adequate</b> (Clearly described)
Quality and nutritional value of meals	0	3	5
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 energy efficiency of the school food service operations	0	3	5
Emphasis on more fruits and vegetables in school meals	0	3	5
Adopting Smarter Lunchroom strategies	0	3	5
<b>Total Points</b>			

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

## **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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov).

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