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OFFICE OF PUBLIC INSTRUCTION  
STATE OF MONTANA

Putting Montana Students First **A<sup>+</sup>**



October 2, 2017

## School Nutrition Equipment Grant

Through the FY 2017 Agriculture Appropriations Act, the Office of Public Instruction will fund 11 \$5,000 grants 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 Equipment Assistance 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 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment for the purpose of NSLP equipment assistance grant as articles of nonexpendable, tangible personal property with a useful life of more

than one year and a per unit acquisition cost of \$5,000 (or such lesser amount as the district uses when reporting equipment as assets in its financial statements).

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 SFA’s have received funding (annually)
- How much funding was received (annually)

### **Award Timeline**

<b>November 10, 2017</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 11, 2017</b>	Districts will be notified of the grant award.
<b>June 30, 2018</b>	Grant funds should be expended.
<b>September 30, 2018</b>	Final report is due to the Office of Public Instruction.

**School Nutrition Equipment Assistance Grant Application**

District Name \_\_\_\_\_

District Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Schools Impacted:**

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

**\*Three bids for one piece of equipment valued at \$5,000 or more must be submitted with the application.**

Submit a detailed need on a separate sheet, including, but not limited to the following:

- Opportunities to realize a meaningful impact on nutrition and quality of meals;
- 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.

**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, 2017 to document the outcomes of this grant, including documentation of the equipment purchased using grant funds.

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

\_\_\_\_\_  
**Date**

### Instructions for Completion

- ✓ Provide the district name, district number, address, telephone and e-mail address for the contact person.
- ✓ Equipment needed (Submit a detailed need on a separate sheet).
- ✓ Submit a copy of three equipment bids with this application.
- ✓ The Authorized Representative must review the certification statements, sign and date the form. The signature confirms that the district will carry out the proposed plan and submit a final report to the Office of Public Instruction by September 30, 2018. The district is expected to maintain the equipment and cover any additional cost not met by grant funding.

#### **Mail the completed application by November 10, 2017 to:**

Office of Public Instruction  
School Nutrition Programs  
PO Box 202501  
Helena, MT 59620-2501

**\*\*Do not send by fax\*\***

<b>Selection Criteria</b>	<b>Points</b>
• Schools in underserved areas with limited access to other resources and % Free/Reduced for school or average of all schools >50.	25
• Did not previously receive equipment award.	25
• Need for equipment according to one or more focus areas. (Please detail need in focus area(s) on a separate sheet of paper.)	20
• Number of students impacted (enrollment) >100.	10
• Copy of three bids.	10
• District commitment by Authorized Representative Signature.	10
• Received by due date.	Pass/Fail
<b>100 pts possible</b>	

### Resources

The Institute of Child Nutrition (ICN) has developed a resource for districts entitled "Equipment Purchasing and Facility Design for School Nutrition programs," which includes information on decision making for purchase of school foodservice equipment. This resource is available on ICN's Web site at <http://theicn.org/ResourceOverview.aspx?ID=273>.

Montana School Nutrition Programs Equipment List

## **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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# Montana School Nutrition Programs Equipment List

Capital assets (equipment)\* typically purchased by SFAs/Sponsors for use in the School Nutrition Programs

\*Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the **lesser** of the capitalization level established by the SFA/Sponsor for financial statement purposes, or \$5000.

<b>Carts</b>	<b>Holding and Proofing Cabinets</b>
Tray Station	Holding Cabinets - Stationary and/or Mobile
Tray Truck	Proofing Cabinets
Tray Delivery Cart	Low Temperature Holding Cabinet
Tray Dispenser	Hot Food Storage Cabinets
Trash Cart	
Banquet Cart	<b>Ranges and Ovens</b>
Insulated Transport Cart	Cooktops and Ranges
Kiosks	Convection Ovens
	Cook and Hold Ovens
<b>Cold Food Tables</b>	Tilting Skillet
Serve Well Cafeteria Breath Guard / Sneeze Guard	Tilting Kettle
Refrigerated Buffet Tables	Kitchen Exhaust Systems
Refrigerated Salad Bars	Retractable Exhaust
<b>Dishwasher-Sinks and Supplies</b>	<b>Refrigerators</b>
Under Counter Dishwasher	Pass (Walk) Thru Refrigerators
Conveyor Dishwashers	Drop in Refrigerators
Door Type Dishwasher	Solid Door Reach-in Refrigerators
Waste Disposal	Sandwich/Salad Prep Tables
Sinks	Milk Coolers
Water Heater Booster	Walk-In Coolers
Dish Tables	Refrigerated Buffet Tables
Floor Troughs	Under Counter Refrigerators
	Worktop Refrigerators
<b>Food Preparation Equipment</b>	Refrigerator Freezer Dual Temp
Griddles	
Electric Food Slicers	<b>Shelving for Storerooms, Refrigerators, Freezers</b>
Induction Cookers	Storage Racks
Food Processors	
Food Cutters	<b>Steam Tables</b>
Refrigerated Prep Tables	Electric Steam Tables
Countertop Mixers	Gas Steam Tables
Floor Mixer	Steam Table Serving Shelf
Vertical Cutter Mixer	Serve Well Cafeteria Breath Guard
Planetary Mixer	Steamer
Dough Divider/Bun Cutter	Double Stack Convection Steamer
Dough Roller/Sheeter	
	<b>Food Warmers</b>
<b>Freezers</b>	Countertop Food Warmers
Chest Freezers	Drawer Warmers
Solid Door Reach-In Freezers	Soup Kettles
Walk-In Freezers	Drop-In Food Warmers
Worktop Freezers	
Under Counter Freezers	<b>Work Tables</b>
Refrigerator Freezer Dual Temp	Enclosed Base Work Table
	Poly Top Work Table
	Stainless Steel work Tables with Under Shelf