



FY 2022 National School Lunch Program School Equipment Grant

October 1, 2022

This School Food Service Equipment Grant funding opportunity is available for Montana school districts that operate the National School Lunch Program (NSLP) during SY2022-23 to obtain new equipment or to renovate or replace existing equipment. The Montana Office of Public Instruction has available funding to award via competitive sub-grants ranging from \$1,000 to \$10,000 to Montana school districts.

Application

- The Food Service Equipment Assistance Grant Application is available at <https://opi.mt.gov/School-Nutrition>.
- Grants will be awarded on a competitive basis.
- One application per School District and one piece/unit of equipment allowed per application.
- Equipment may not cost less than \$1,000 and the maximum awarded to a school is \$10,000 (although the equipment itself may cost more).

Eligibility

- Montana School District must participate in the NSLP to apply.
- Priority will be given to applicants that have not received a previous NSLP Equipment Assistance Grant Award as well as applicants that have received one previous NSLP Equipment Assistance Grant.

Use of Funds/Goal of the Grant

- The goal of the grant funds is to help school districts serve healthier meals, improve food safety, improve efficiency of food service operations, expand access, and increase participation in USDA School Nutrition Programs.
- Equipment purchased must help improve the following focus areas:
 - Opportunities to realize a meaningful impact on nutrition and quality of meals such as serving more local foods, preparing more fresh fruits and vegetables, or replacing fryers with combination steamer-ovens. (e.g. 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 improves or expands participation in the National School Lunch Program 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 and/or staff (e.g. cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.)
 - Overall efficiency of the food service operations, energy or labor. (e.g. replace old equipment: energy-efficient walk-in freezer replacing outdated freezer, or purchase of new equipment that saves employees time during meal preparation like food processors, dough sheeters, steamers, tilting steam kettle, etc.).
 - Emphasis on serving more fruits and vegetables or serving more local foods.

Award Timeline

- **November 4, 2022** - Completed application must be received by the Office of Public Instruction via email by this date. A reply email confirming receipt will be emailed out within 1 business day of receiving application.
- **December 12, 2022** - Districts will be notified of the grant award.
- **June 30, 2023** - Grant funds should be expended, and Fiscal Closeout form submitted.
- **June 30, 2023** - Final report is due to the Office of Public Instruction.

Procurement Requirements

- 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, “Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.”**
- As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply, and equipment competitively 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.
- 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.
- 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.

Grant Fund Reporting Requirements – Quarterly and Annual Progress Activity

The sponsor will be required to provide the following data for quarterly progress activity reports.

- Type of equipment purchased
- Progress made in expenditure activities (accomplishments, delays, and challenges)
- Impact of purchased equipment on the school food service operation
- Reason(s) for any unliquidated funds
- Potential return of equipment
- SFA’s that are not able to fully obligate and expend their grant amounts must return any unobligated and unliquidated funds to the State Agency which may reallocate available funds to award the next applicant.

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 _____

School Equipment Request

List the piece of equipment requested and the requested grant amount for the equipment cost (minimum of \$1,000 for the piece of equipment) plus may also include shipping and installation cost if documented in the price quote/bid. Maximum total grant award is \$10,000 (although the equipment may cost more).

Equipment Requested (make and model):

Grant amount Requested (Equipment cost may also include shipping and installation cost if documented in price quote/bid):

Attach Three Equipment Price Quotes/Bids to this application.
Of the three price quotes attached to this application, which one do you prefer and why?

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 fiscal closeout report and the final report to the Office of Public Instruction by June 30, 2022, to document the outcomes of this grant, including documentation of the equipment purchased using grant funds.

Authorized Representative Signature (as listed in MAPS)

Date

Authorized Representative (Please Print Name)

Part 2 of the Application

School District Name:

Equipment Description (make and model):

Total Equipment Cost/Grant amount requested (may include shipping and installation costs):

Equipment will be (select one):

- New Equipment
- Replacement of Existing Equipment (_____years old)
- Renovation of Existing Equipment (_____years old)

Please describe your overall and/or immediate need for this piece of equipment, how it will help reach your school food service operation goals, and frequency of use.

Part 2 of the Application continued

Detailed Equipment Benefits for the School Nutrition Program

To receive full points, please thoroughly answer all questions. You may include your detailed need on a separate page.

Please describe how receiving this equipment grant will improve the following six areas of focus:

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 and/or staff:

4. Overall efficiency of the school food service operations:

5. Emphasis on providing 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.
- ✓ Submit a copy of **three equipment bids/price quotes** for the requested piece of equipment.
 - *Be sure to note which bid you would like to go with and advise why in part 1 of the application.*
 - *Bids must be for a minimum of **\$1,000** for the piece of equipment.*
 - *Maximum grant award amount is **\$10,000** (however the equipment may cost more).*
- ✓ 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 fiscal closeout and final report to the Office of Public Instruction by June 30, 2023.
 - The district is expected to maintain the equipment and cover any additional costs not met by grant funding.
- ✓ Complete **Part 2 of the application (2 pages)**. Answer all questions.
- ✓ **Submit the completed application by November 4, 2022, via email to katherine.felde@mt.gov**. A reply email will be sent within 1 business day of receiving application.

Try these instructions if you have any issues in completing, signing, and submitting this application electronically:

- Option 1: Open this application found at <https://opi.mt.gov/School-Nutrition>. Download and save it to your computer.
 - Next, open the program, Adobe Acrobat, on your computer then open your saved grant application document within Adobe Acrobat instead of opening the file within a web browser. Complete the application. Save the completed application and email it along with three equipment price quotes/bids attached to the email to katherine.felde@mt.gov.
- Option 2: Open the application and fill it out within the web browser and save the file. If unable to include an electronic signature, print off the saved completed application and manually sign it. Then email the signed completed application along with three equipment price quotes/bids attached to katherine.felde@mt.gov.
- Option 3: Print out the application and complete by hand. Then scan into an email along with three equipment price quotes/bids attached to katherine.felde@mt.gov.
- Option 4: Print out the application, complete by hand, and mail along with three equipment price quotes/bids to the Office of Public Instruction School Nutrition Programs, PO Box 202501 Helena, MT 59620-2501.

Contact Erin Turner, Montana OPI School Nutrition Programs Specialist at email: erin.turner@mt.gov, or phone: 406-559-7588 if you have any questions or need assistance.

Grant Scoring Rubric

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

Part 1: Cover Page		35 points	
Grant application received by due date?	Application Received by November 4		
	YES	NO	
	PASS	FAIL	
Authorized Representative Signature (as listed in MAPS)	Authorized Representative Signature		
	NO	YES	
	0	5	
3 bids/price quotes received for one piece of equipment costing at minimum \$1,000 were submitted with the application.	Three allowable bids received		
	NO	YES	
	0	10	
Number of past USDA Equipment Grant awards has the district received.	Number of USDA Equipment Grants Received		
	2 or more	1	0
	0	10	20
Total Points			

Part 2: Site Application		65 points	
Conveyed Equipment need: School described their overall and/or immediate need for this piece of equipment and how it will help reach their school food service operation goals.	Rated response Based on low need to high critical need conveyed up to 35 points		
Applicant adequately described how requested piece of equipment can improve:	Based on no to minimal response provided to clearly and adequately conveyed		
Quality and nutritional value of meals	up to 5 points		
Increase participation in the National School Lunch Program or School Breakfast Program	up to 5 points		
Safety of food served in the school meal programs and/or staff	up to 5 points		
Overall efficiency of the school food service operations	up to 5 points		
Emphasis on offering more fresh fruits and vegetables or local foods in school meals	up to 5 points		
Adopting Lunchroom strategies for student convenience	up to 5 points		
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 "Non-procurement Debarment & 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 738 and 739 of the Agriculture, "Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55)
- "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

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.