



SY 2024-2025 National School Lunch Program School Equipment Grant

September 20, 2024

This School Food Service Equipment Grant funding opportunity is available for Montana school districts that operate the National School Lunch Program (NSLP) during SY2024-25 to obtain new equipment or to renovate or replace existing equipment. The Montana Office of Public Instruction has \$31,220 in grant funding available to award via competitive sub-grants ranging from \$1,000 to \$5,000 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 \$5,000 (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 a high financial need based on their nonprofit school food service account balance and excess available funds as of June 30, 2024. If the school's nonprofit school food service account ending fund balance as of June 30, 2024, did not exceed their 3-month average operating expenses then applicant will earn bonus points in the scoring of the grant application.

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 improve or expand 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 13, 2024** - 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 9, 2024** - Districts will be notified of the grant award.
- **June 30, 2025** - Grant funds should be expended (equipment should be ordered and hopefully delivered).
- **June 30, 2025** - 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.”**
- The recipient will adhere to all procurement standards, including those listed below, if applicable, as found in state procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317 through 2 CFR Part 200.326. 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 including the Buy American Provision. 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 may be required to provide the following data for 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.

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, audiotape, 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/ad-3027.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.

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 \$5,000 (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 at least Two Equipment Price Quotes/Bids to this application (for the same equipment). Of the attached price quotes attached to this application, which one do you prefer and why (should match the grant amount requested above):

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. Funding will only be used for the equipment type requested in this application.
- ✓ 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 the final report to the Office of Public Instruction by June 30, 2025, to document the outcomes of this grant, including documentation of the equipment purchased using grant funds.

Authorized Representative Signature (as listed in MAPS -
Superintendent, Claim Contact/Business Clerk, or Food Service Director)

Date

Authorized Representative (Please Print Name)

Part 2 of the Application

School District Name:

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, frequency of use, and how it will help reach your school food service operation goals,

Please check with your school's business clerk or refer to your Trustees Financial Statement to answer the following questions:

What was your district's nonprofit school food service account ending fund balance (EFB) as of June 30, 2024?

What was your average 3-month operating expense for your school food service account SY23-24?

What was your school food service account's total excess funds as of June 30, 2024 (EFB minus 3-month average expenditures)?

If you are unable to answer the above questions with the assistance from your school business clerk, please reach out to your Regional Specialist for assistance.

Part 2 of the Application continued

Detailed Equipment Benefits for the School Nutrition Program

Please thoroughly answer all questions. You may include your detailed needs on a separate page.

Please thoroughly describe how receiving this equipment grant will improve one or more of the following six areas of focus for this grant:

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 **two 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 **\$5,000** (however the equipment may cost more).*
- ✓ Ensure the **Authorized Representative (as listed in MAPS agreement)** reviews the certification statements, signs, and dates Part 1 Cover Page. Please ensure that MAPS is accurate/updated with the current Authorized Representative's contact information as well as current claim contact/business clerk and food service director).
 - The signature confirms that the district will carry out the proposed grant plan.
 - The signature confirms that the district will submit the final report to the Office of Public Instruction by June 30, 2025.
 - 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 13, 2024, via email to Tarryn.Erickson@mt.gov**. A reply email will be sent within 1 business day of receiving the application to confirm receipt.

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 at least two equipment price quotes/bids attached to the email to Tarryn.Erickson@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 Tarryn.Erickson@mt.gov.
- Option 3: Print out the application and complete by hand. Then scan into an email along with at least two equipment price quotes/bids attached to Tarryn.Erickson@mt.gov.

Contact Erin Turner, Montana OPI School Nutrition Programs Assistant Director 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	15 points	
Grant application received by due date?	Application Received by November 13	
	NO	YES
	Fail	Pass
Authorized Representative Signature (as listed in MAPS as the Authorized Rep, Claims Contact, or Food Service Director)	Authorized Representative Signature	
	NO	YES
	0	5
At least 2 bids/price quotes received for the equipment costing at minimum \$1,000 were submitted/received. Price quotes/bids should be comparing the same piece of equipment (apples to apples) from at least 2 different vendors.	Two allowable bids received	
	NO	YES
	0	10
Total Points (15 possible)		

Part 2: Site Application	30 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 10 points	
Financial Need District's nonprofit school food service account ending fund balance as of June 30, 2024 did not exceed their 3-month average expenditures.	District has excess food service funds available	
	YES	NO
	0	10
Applicant adequately described how requested piece of equipment will improve any up to all of the following:	Rated response based on conveyed improvements to school meals will be made with the requested piece of equipment.	
Quality and nutritional value of meals. Increase participation in the National School Lunch Program or School Breakfast Program. Safety of food served in the school meal programs and/or staff Overall efficiency of the school food service operations. Emphasis on offering more fresh fruits and vegetables or local foods in school meals. Adopting Lunchroom strategies for student convenience	up to 10 points	
Total Points (30 possible)		

Total Application Points (Parts 1 & 2: 45 possible)	
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**FOOD & NUTRITION SERVICE
STANDARD TERMS AND CONDITIONS
FY 2024 NSLP Equipment Assistance**

Grant recipients chosen for an award must comply with the following regulations, principals, and assurances. As applicable.

REGULATORY AND STATUTORY REQUIREMENTS

- 1. Office of Management and Budget (OMB) Guidance:** This Federal financial assistance award is subject to rules and regulations related to the Recipient's organizational entity type as noted below.

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 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"](#)
- [2 CFR 400: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"](#)
- [2 CFR Part 415: "General Program Administrative Regulations"](#)
- [2 CFR Part 416: "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"](#)
- [2 CFR Part 417: "Non-Procurement Debarment and Suspension"](#)
- [2 CFR Part 418 "New Restrictions on Lobbying"](#)
- [2 CFR Part 421: "Requirements for Drug-Free Workplace \(Financial Assistance\)"](#)
- [7 CFR Part 3: "Debt Management"](#)
- [7 CFR Part 16: "Equal Opportunity for Religious Organizations"](#)
- [41 U.S.C. Section 22 "Interest of Member of Congress"](#)
- **Liabilities:** The Recipient may not seek any financial recourse from the Agency as a result of any liabilities the Recipient may incur for bodily injury or personal property damage resulting from negligent acts, errors, or omissions of the Recipient, their officers, agents or employees, or if applicable its sub-Recipients or their officers, agents, or employees, in performing this agreement. Liabilities of the United States are governed by the Federal Tort Claims Act, 28 U.S.C. 2671 et seq.
- **Privacy Act.** The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the [Privacy Act of 1974, 5 U.S.C. 552a](#), and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- **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](#))

PROPERTY STANDARDS

- 2. Insurance Coverage:** The Recipient must provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds.
- 3. Federally-owned and exempt property:** Title to federally-owned property remains vested in the Federal entity. The Recipient must submit annually an inventory listing of federally-owned property in its custody to the Agency. Upon completion of the project, or when the property is no longer needed, the recipient must contact the Agency for instruction on utilization or disposition ([2 CFR 200.312](#)).

- 4. Equipment:** Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved beforehand by the Agency and there is documentation to support that the purchase is necessary and reasonable to carry out project activities. Equipment records must be maintained that include the description of the equipment, the serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number, or FAIN), the title holder, the acquisition date, the percentage of Federal participation in the project costs for the Federal award under which the equipment was acquired, the location, use, and condition of the equipment, and any ultimate disposition data including the date of disposal and the sale price of the equipment. A physical inventory of the equipment must be taken, and the results reconciled with the equipment records every two years or at the grant close out, based on which of these occurs first. A Tangible Personal Property Report, SF-428, 428B, and 428S, must be submitted at award close-out to report the status of the equipment. The Recipient will follow the Agency's equipment disposition guidance and procedures as defined in [2 CFR 200.312](#).

CIVIL RIGHTS

5. Assurance of Civil Rights Compliance for Child Nutrition:

The Grantee hereby agrees that it will comply with i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the Grantee agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA

personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

RECORD RETENTION AND ACCESS

- 6. Evaluation and Access to Records:** The Recipient will cooperate with any evaluation of the program by providing the Agency requested data and access to records. The Recipient will cooperate with any, as needed, on-site financial and/or technical reviews and audits at any time during the term of the agreement. In addition, the Recipient shall make all records pertaining to activities under the grant available for audit purposes. The Recipient will require any sub-recipient or contractors to comply with the requirements of this agreement and ensure that the Agency has access to any sub-recipient or contractors for purposes of evaluating, monitoring or reviewing other operations or records as they relate to this grant. When entering into a sub-award, the Recipient shall ensure that the sub-recipient agreement contains any clause required by Federal Statute or Executive Order and their implementing regulations. Records pertaining to this grant shall be retained by the Recipient for a period of three years from the date of the submission of the annual financial status report, as required under [2 CFR 200.334](#).

NONCOMPLIANCE AND TERMINATION

- 7. Noncompliance:** As provided in [2 CFR 200.340](#), the Agency may unilaterally terminate this grant agreement or recover, withhold, or disallow costs of up to 100 percent of the funds made available under the agreement if the Recipient fails to comply with any term of the agreement. **The Agency will consider failure to comply with the reporting requirements of this agreement to be a material failure to comply with the agreement and a basis for termination.** If the Agency decides to take action against the Recipient for noncompliance under this agreement, the Agency will provide the recipient written notice of the basis for its determination.

In the event that an award is suspended and corrective action is not taken within 90 days of the suspension effective date, the Agency may issue a notice of termination. No costs that are incurred during the suspension period or after the effective date of termination will be allowable, except those that are specifically authorized by the suspension or termination notice or those that, in the opinion of the Agency, could not have been reasonably avoided.

Within 30 days of the termination date, the Recipient shall furnish to the Agency a summary of progress achieved under the award, an itemized accounting of charges incurred against award funds and cost sharing prior to the effective date of the suspension or termination, and a separate accounting and justification for any costs that may have been incurred after this date.

OTHER REQUIREMENTS

8. USDA/FNS acknowledgement: Unless otherwise advised by the Agency, the Recipient will acknowledge the support of USDA FNS whenever publicizing the work under this grant. To this end, the Recipient must include in any publication resulting from work performed under this grant an acknowledgment in substantially the form set below:

“This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”