

NSLP Equipment Grant SY 2017/2018

Any questions should be directed to Denise Hasty at (602) 542-7848 or by email to Denise.Hasty@azed.gov.

Important Dates

- **August 2, 2017:** Announcement of funds available in Spring 2018
- **December 4, 2017:** *Request for Applications*
- **February 1, 2018, 11:59 p.m.:** *Completed applications due*
- **February 6 - 9, 2018:** Applications reviewed and scored
- **March 16, 2018:** Initial announcement of recipients – pending Arizona Department of Education State Board approval
- **June 22, 2018:** All requests for reimbursement must be filed and approved
- **No later than one year from the date of the grant award:** Grant funds must be expended

Application Instructions

SFA Information - in GME

- a. FFATA
 1. Confirm eligibility requirements were met
- b. POP (Primary Place of Performance) Information
 1. Enter geographical information
 2. Outline the project(s) implementation plan(s)
- c. SFA Contact Information
 1. NSLP Sponsor Entity (SFA) name
 2. Six-digit CTDS Number without hyphens
 3. Contact Information – Enter the name, title, and contact information of the individual who will be responsible for the proper execution of this project
- d. Has the SFA been granted a PLE waiver for 2017/18 School Year?
 1. Answer Yes or No as appropriate
- e. Did this SFA receive ARRA/USDA Equipment Grant Funds in FY '09, '10, '13, '14, '15 or '16?
 1. Answer Yes or No as appropriate
- f. Assurances

Site Application – complete and upload

- a. SFA name, Site name, Site CTDS number

- b. Indicate whether this site is 50% of high Free/Reduced-Price per ADE [Percentage of children approved for free or reduced-price lunches](#) report.
- c. Enter this site's Average Daily Participation (ADP) Percentage in October 2017
- d. Enter the total number of complete site applications being submitted within the SFA
- e. Worksheet outlining acquisition costs of equipment requested (provide accurate costs from received bids or quotes including shipping, installation and taxes)
- f. Narrative – Use this section to explain why the requested equipment is necessary and how it will impact the school meals program at this site. **Both questions must be answered for the application to be complete.**

Related Documents – submitting the application

- a. Upload required supporting documents – Site Application(s), Quote(s)

Eligibility

This is a Competitive Grant.

Application is open to participants in the National School Lunch Program established under the Richard B. Russell National School Lunch Act.

Priority will be given to:

- SFA sites with at least 50 percent of the enrolled students eligible for free or reduced price meals.
- SFAs who were not recipients of the ARRA/USDA equipment grant funds in 2009 or the FY 2010, FY 2013, FY 2014, FY 2015 and FY 2016 Agriculture Appropriations Act.

Award Details

- a. **Definition of Equipment:** 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 governmental unit for financial statement purposes, or \$5,000 (OMB 2 CFR 225). The individual unit cost of equipment (including acquisition costs) shall **exceed \$5,000**. Small-ware items such as trays and plates, utensils, pans, containers and the like will not be considered. The dollar threshold for equipment may be less than \$5,000 *only* if there is a local level definition of capital expenses which allows for a lower threshold. This must be supported with local policy. However, small-ware items such as trays and plates, utensils, pans, containers and the like will still not be considered.

New, used, or refurbished equipment is allowable, including any acquisition costs (taxes, installation and delivery). Renovation of existing equipment is also allowable. ADE will reimburse the SFA, net of any rebates or discounts for the equipment purchased.
- b. **A limit of \$100,000** will be placed on each SFA.
- c. The procurement of equipment and components related to this competitive grant shall be reasonable and an appropriate use of food service funds in order to be permissible. For example: purchasing a walk-in freezer for school food service

use would be an allowable cost; whereas renovation of the food service area is unallowable.

- d. The procurement in relation to this award must comply with local, state and Federal procurement guidelines, whichever is more prescriptive. Ensure that all procurement for new equipment is conducted in a manner that provides, to the maximum extent possible, open and free competition. If there are questions regarding procurement procedures, the SFA should contact their procurement office.
- e. Recipients are encouraged to take advantage of cooperative or volume purchase agreements.
- f. SFA selected to receive proceeds of this grant will be notified of additional documentation required in order to receive reimbursement. Documentation may include the following, in addition to other items that will be specified:
 1. Signed confirmation of adherence to procurement rules document
 2. Invoices and/or proof of outlay detailing item(s) purchased (shall include shipping & handling and any installation charges, including date of delivery/install)
- g. SFA shall retain grant files and supporting documentation for a term of five (5) years after final payment
- h. SFA will provide information to ADE quarterly on progress of grant duties. ADE will provide specific information requests to SFAs who received awards as needed.
 1. All procurement expenditure activities must be completed no later than September 30, 2019.

Reporting Requirements

- Challenges and method used for solicitation and procurement used for the Quotes required for the application to be reported as part of the application process.
- Challenges and method used for procurement and expenditure after notification funds were awarded to be reported as part of the Reimbursement Process.
- Impact of purchased equipment on the school food service operation to be reported as part of the Completion Report and the following Federal Fiscal Year quarter.

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- (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 .*

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