

NSLP Equipment Grant – Before the Quote

Involve the maintenance department and principals in the process to be sure you order the correct item and the plan is approved. Once the award letter is issued, the amount will not be changed upward and the type of equipment is set.

Can the existing infrastructure accommodate this equipment without additional construction?

Construction costs are not an allowable expense. Adding to the existing infrastructure is considered construction. i.e. Adding support to accommodate a more extensive exhaust system is not allowable though required by code.

Is the existing infrastructure up to current local code regulations?

If upgrades to wiring or plumbing will be needed to meet code restrictions updated since the original installation, have that expense included with the quote as part of the installation cost. Involve the maintenance department or a knowledgeable community partner in the process. i.e. changing an aluminum wire to copper is allowable; the upgrading of the electrical supply to accommodate a higher voltage required for new equipment is construction and not allowable. Simply, aluminum wire to copper is allowable whereas changing 120v to 220v electrical supply is not.

Check the dimensions to ensure the item will fit!

Measure not only the space where the appliance will be located, but also the pathway to have it installed. Ensure adequate space to fully open the door or drawer of the appliance without interference with the operation of nearby equipment. Can you easily carry items to the equipment and place them in it without interrupting other workers or hitting a wall?

Which way should the door open?

Make sure there is enough clearance to fully open the door without interfering with adjacent equipment, walkways or walls. The charge to change the way the door swings is allowable; moving the wall or connection is not.

Was everything needed to make the item usable included in the order?

The add-on items must be included as part of the unit. Shelves for the walk-in or bin for the icemaker are not an allowable cost if purchased from a different vendor because separately they do not meet the requirements of the grant.

Do the acquisition costs in the quote meet the county or organization's guidelines for coding the items listed?

The grant funds are only allowed to be charged to the Object Codes 6733, 6736, 6739 or for Charters 0190 – Capital (\$5,000 or above). An item reclassified as a service or a supply during the Completion Report process could trigger a refund to the State.

**** If your organization or county has a financial policy that allows for capitalization of equipment less than \$5,000, the complete financial policy will need to be uploaded in the Related Documents section. Charters should supply the date the board of directors approved the policy. *Request for items under \$5,000 will not be approved without submission of a financial policy with the application.***

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, 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: Call: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.