

Request for Applications - Child Nutrition Programs
School Food Service Equipment
Assistance Grant 2020/2021
CFDA #: 10.579

1) General Information

The Consolidated Appropriations Act, 2020, (Public Law 116-6) authorized grants to State agencies (SA) for providing equipment assistance to School Food Authorities (SFA) participating in the National School Lunch Program (NSLP). Arizona has been selected to receive funding in the amount of \$.

These funds will be available through a competitive grant process. Priority will be given to high need schools that are in underserved areas, have limited access to other resources, and where 50% or more of the student population is eligible to receive free or reduced-price meals. Priority will also be given to schools that have not previously received funds from the NSLP Equipment Assistance Grant. Although priorities are given to these schools, all are encouraged to apply.

These funds will make a significant impact in schools by allowing the purchase of capital equipment (>\$5,000 per item) helpful to serve healthier meals, meeting the program nutritional standards with emphasis on including more local foods and fresh fruits and vegetables, improving food safety, and adopting lunchroom changes that provide more convenience and appeal to the student population which can increase participation.

Eligible applicants should submit a completed application form to the Arizona Department of Education, School Nutrition Programs through the online Grants Management Enterprise System (GME).

One individual should be designated as the primary contact and authorized representative of the application submitted. This individual will receive all grant correspondence.

Any questions should be directed to Jessa Zuck at (602) 542-8790 or by email to Jessa.Zuck@azed.gov.

2) Eligibility

- Participation in the National School Lunch Program established under the Richard B. Russell National School Lunch Act.
- Priority will be given to schools with at least 50 percent of the enrolled students eligible for free or reduced-price meals. Site Free and Reduced-Price Percentage (F/R %) will be averaged for the SFA applying for more than 1 site or a central kitchen.
- Priority will be given to those who were not previous recipients of the NSLP Equipment Assistance Grants.
- Priority will be given to those who have not been granted a PLE waiver for SY 20-21 or those who have not exhibited excess cash on the October 2020 Annual Financial Report (AFR).
- Priority will be given to those with a lower Average Daily Participation (ADP). Site ADP will be averaged for the SFA applying for more than 1 site or a central kitchen.

3) Important Dates

- **July 1, 2020:** Announcement of funds available in Spring 2020
- **February 1, 2021:** *Request for Applications posted and applications open in GME*
- **March 1, 2021, 11:59 p.m.:** *Completed applications due*
- **March 2 - 19, 2021:** Applications reviewed and scored

- **April 1, 2021:** Grant funds awarded to SFAs
- **September 30, 2021:** *Grant funds must be obligated.*
- **December 30, 2021:** *Grant funds must be expended*

4) 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 (2 CFR 200.439). The **individual** unit cost of equipment (including acquisition costs) shall **exceed \$5,000**. **The dollar threshold for equipment may be between \$1,000 and \$5,000 only if there is a local level definition of capital expenses which allows for a lower threshold AND the approved policy must be submitted with the application. For the FY 2020 Equipment Assistance Grant, Congress has specified that the threshold cannot be lower than \$1,000 regardless of local definition.** Smallware items such as trays and plates, utensils, pans, containers and the like will 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 the SFA.
- c. The procurement of equipment and components related to this competitive grant shall be reasonable and food service funds must be used appropriately 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 restrictive. 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. The SFAs are encouraged to take advantage of cooperative or volume purchase agreements.
- f. The SFA selected to receive proceeds of this grant will be notified of additional documentation required 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. The SFA shall retain grant files and supporting documentation for a term of five (5) years after final payment.
- h. All procurement expenditure activities must be completed no later than September 30, 2021 at close of business.

5) Application Instructions for Completion in GME.

GME supplies the SFA/LEA name, CTDS #, Site Name and CTDS #

SFA information to be entered one time in the section titled:

FFATA & GSA Verification

1. General Statement of Assurance (GSA) confirmation
2. SAM.gov registration confirmation
3. Outline the project(s) implementation plan(s)

Assurances

1. Check the box to agree.

Contacts – Information provided should be for the person best able to answer questions regarding the application, budget, reimbursement and entries made to GME. This person will receive all correspondence for this grant.

1. Name
2. Title
3. Phone number
4. Email address

NOTE: Any correspondence will be mailed to this SFA contact at the mailing address found in the NSLP CNPWeb Sponsor application.

Capital Outlay Worksheet

1. Outline acquisition cost(s) of equipment requested for all sites, while clearly identifying for which site each piece of equipment is to be purchased. Provide accurate costs from uploaded bids or quotes including installation when required, shipping/freight, and taxes.
2. Total for each site must equal amount of the Budget in the site application.

Site Application – information to be completed for each site requesting funds.

a. Budget

1. Must match the total amount of the uploaded quote(s) including installation (when required), tax, and shipping/freight.
2. Must match the total for the equipment requested for the site on the Capital Outlay Worksheet.

b. Program Details

1. Narrative question 1) - explain why the requested equipment is needed.
2. Narrative question 2) - explain how the equipment will impact the school meals program at this site in the 4 focus areas: 1. Nutrition and Quality of meals; 2. Food Safety; 3. Energy Efficiency; 4. Expand Participation.

NOTE: Both questions must be answered for the application to be complete.

c. Related Documents

1. Upload quote(s) chosen for project and any other supporting documents.

6) Evaluation Process

The SA will determine the F/R % and ADP of sites applying and the existence of a PLE waiver or excess cash. The review committee will use the narrative question answers to determine ranking. Applications that best address this grant's priorities will score higher than those that do not meet the goals of this Request for Applications (RFA). Incomplete applications will not be ranked.

When reviewing applications, the committee will evaluate the clarity of the SFA's submission of demonstrated need for the requested equipment and projected impact on the four focus areas. During the process, the grant contact may be contacted for clarification or additional information. Processing of submissions may be delayed until the requested information is received.

After final scoring, award recipients will be notified by letter to confirm the award and a general announcement of award will be made on the website.

Any denied requests are encouraged to apply again should there be another solicitation for applications.

7) Summary of the Scoring Criteria

The following information will be determined **and** used for evaluation for each site:

- a. Compliance with NSLP and Grants Management requirements.
- b. Percentage of students eligible for free or reduced-price (F/R) meals as of October 2020 (over 50% F/R receives a higher priority).
- c. ADP Percentage as of October 2020 as determined by the submitted claim.
- d. Determination if the SFA has been granted a PLE Exemption for SY 20-21 or exhibited excess cash on the October 2020 AFR.
- e. Description of the site need for the equipment grant.
- f. Explanation of how funding will support four focus areas:
 - o Improve the quality of meals that meet dietary guidelines.
 - For example: Purchasing a steamer which would eliminate the need to use a deep fryer.
 - o Improve **food** safety for meals served in the School Meal Programs.
 - For example: Purchasing hot/cold holding equipment which would keep food out of the food temperature danger zone.
 - o Improve the energy efficiency of the food service operations resulting in lower costs to operate the program.
 - For example: Purchasing an energy efficient freezer which would reduce the cost of electricity for the food service program.
 - o Support expanded participation in School Meal Programs.
 - For example: Purchasing equipment for serving meals in a non-traditional setting such as grab and go breakfast.

8) Reporting Requirements

- Progress/Challenges experienced by the SFA in the expenditure of funds will be required quarterly during the application, reimbursement and completion report periods.

9) Regulations and Requirements

- a. Should the SFA be awarded funds, the following regulations and requirements are to be met (**see next page**):

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 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 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 PRINCIPLES

- 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, 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.

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

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