



ARIZONA DEPARTMENT OF EDUCATION

Funding Application Information

NSLP Equipment Grant

FY 2025

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. Arizona expects to award \$209,178 under this grant.

Selection Criteria

For the FY 2025 Equipment Grant, ADE will use the following selection criteria to award SFAs. Applicants only need to meet one of the criteria below.

- Age of food service equipment or lack of appropriate items;
- Ability of food service equipment to increase the efficiency of SFA procurement, food storage, and distribution/service;
- Opportunities to realize meaningful impacts on nutrition and quality of meals.

Bonus Priorities

ADE HNS is growing our efforts to advance healthier meals through kitchen operations technical assistance program Creating Your Kitchen, expanding nutrition platforms (e.g. salad bars, alternative serving models, etc.), and actioning statewide local food procurement strategies including Try It Local. To reflect this, the FY 2025 Equipment Grant will offer priority scoring to applications from SFAs demonstrating use of any of the priorities listed in this section.

Award Amounts

Award amounts will vary by applicant. Awards will range up to \$25,000, with a minimum award amount of \$1,000.01.

Important Dates	
February 7, 2025	Application open date
March 7, 2025, 11:59 p.m.	Application close date
April 1, 2025	Initial award phase; grant funds awarded to SFAs
September 30, 2025	ADE requires awarded SFAs to have obligated all grant funds; unobligated grant funds are subject to reallocation to another SFA after this date.
June 30, 2026	Completion Reports open
September 30, 2026	All procurement expenditure activities must be completed; Completion Reports submitted and in approved status

Application and Submission Information

Eligible applicants should submit a complete application form through the online Grants Management Enterprise system (GME). The funding application will be accessed through:

Fiscal Year: **2025**

Grant Name: **NSLP Equipment Grant**

All sites, and multiple equipment purchases, will be requested through the single funding application.

FFATA & GSA Verification

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

Contacts

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

Assurances

Check box to certify and attest that, to the best of your knowledge, the grant submission is true and correct according to the information available to you at the time of completion; and that by applying for the grant funds, you are indicating you have sufficient authority and approval to proceed with the activities described in the application.

Budget

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

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 (if required), shipping/freight, and taxes.
2. Total for each site must equal amount of the Budget in the site application.

Program Narrative Questions

1. Select the anticipated program impact(s):
 - to serve healthier meals,
 - support scratch cooking,
 - improve food safety,
 - procure and store fresh/minimally processed food
 - to help support the establishment, maintenance, or expansion of the SBP
2. Will the equipment allow for scratch cooked menu items? If yes, describe the recipe/food item and the frequency these new items will be offered.
3. Will the equipment support and sustain using and serving local foods? If yes, describe the new food items, frequency, and anticipated volumes procured.
4. Will the equipment increase the efficiency of SFA procurement, food storage, and distribution/service? If yes, describe how and relation to the selected program impact(s) selected above.
5. Describe how the SFA will fund the administrative costs associated with new equipment? (i.e. staff training, facility upgrades, etc.)
6. What potential barrier(s) may arise during the grant period and how will your district overcome the challenge(s)?

Related Documents

Quote(s): Upload the original quote(s) for the equipment requested for all sites. The Quote must include: LEA name and address; vendor name (or website address); equipment to be purchased, with all necessary accessories required to make it functional (including installation, shipping/freight, and taxes). A screen shot of the vendor webpage is not a valid quote. Only the quote to be used for purchase should be uploaded. SFAs submitting multiple quotes must include a document indicating rank ordering of priority.

Statement of Assurance: Upload a document on district/entity letterhead. Provide the name of the district's procurement officer (or other authorized individual) and a statement of assurance this individual will obligate the grant funds in a timely manner (within 5 months of receiving the award), including how this will be ensured.

Reimbursement Request/Completion Report

Related Documents

Invoice(s): Upload the original invoice(s) for the equipment purchased for all sites. The same type of equipment listed in the award letter must be purchased. The invoice should include: LEA name and address; vendor name; date of purchase; items purchased, with quantity and cost for each item (including installation, shipping/freight, and taxes); delivery date; payment terms and acknowledgement of receipt.

Any questions should be directed to Health and Nutrition Services by contacting the entity's assigned Health and Nutrition Services program specialist.



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/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
- 1) **email:**
Program.Intake@usda.gov

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