

Child Nutrition Programs

School Food Service Equipment

Assistance Grant 2016/2017

CFDA #: 10.579

1) General Information

The Fiscal Year 2016 Agriculture Appropriations Act 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 \$690,591.

These funds will be available through a competitive grant process. Priority will be given to high need schools where 50% or more of the student population are eligible to receive free or reduced-price meals. Priority will also be given to schools that did not previously receive funds from either the 2010 USDA or 2009 ARRA Equipment Grant or the FY 2013, FY 2014 or FY 2015 Agriculture Appropriations Act. Although priorities are given to these schools, we encourage all to apply.

These funds will make a significant impact in schools, allowing the purchase of equipment capital (>\$5,000 per item) helpful to serve healthier meals, meet the new nutritional standards with emphasis on more fresh fruits and vegetables in school meals, improve food safety and expand accessibility to food services.

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

One individual should be designated as the primary contact and authorized representative of the application submitted.

Any questions should be directed to Shabnam Elston at Shabnam.Elston@azed.gov

2) Eligibility Requirements

- Participation in the National School Lunch Program established under the Richard B. Russell National School Lunch Act
- Priority will be given to those who were not recipients of the ARRA/USDA Equipment Grant funds in 2009 or 2010 or the FY 2013, FY 2014 and FY 2015 Agriculture Appropriations Act
- Priority will be given to schools with at least 50 percent of the enrolled students eligible for free or reduced price meals

3) Important Dates

August 29, 2016: Announcement and Request for Proposals

October 14, 2016, 11:59 p.m.: Completed applications due

October 17 – November 10, 2016: Applications reviewed and scored

November 14, 2016: Initial announcement of recipients – pending Arizona Department of Education State Board approval

June 30, 2017: All requests for reimbursement must be filed

Grant funds must be expended no later than one year from the date of the grant award.

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 \$5000 (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 (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 Local Education Agency.
- 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 be 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 you have questions about procurement procedures please contact your procurement office.

- e. Recipients are encouraged to take advantage of cooperative or volume purchase agreements.
- f. Sponsors 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:
 - i. Signed confirmation of adherence to procurement rules document
 - ii. Invoices and/or proof of outlay detailing item(s) purchased (shall include shipping & handling and any installation charges, including date of delivery/install)
 - iii. Date equipment was installed and used toward meeting grant initiatives
- g. Sponsors 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 awarded LEAs as needed.
- i. All procurement expenditure activities must be completed no later than September 30, 2018.

5) Application Instructions

- A) SFA Information - Outline your project(s) implementation plan. Include:
 - SFA name, address, CTDs Number, contact information - Fiscal Agent for this grant (who will be responsible for the proper execution of this project?)
 - Site/Location name, address, contact information
 - Worksheet outlining costs of equipment requested (provide accurate cost from received bids or quotes.
- B) Narrative– Use this section to explain why your equipment is necessary and how it will impact your school meals program. This section is where one or more of the four focus areas will be addressed.
- C) Attach required supporting documents – Application, Quotes, Capital Outlay Worksheet.
- D) Certification and Assurances (on Program Details page).

6) Evaluation Process

The review committee will score all eligible applications based on the information provided and included in the submitted application. Applications that best address this program's priorities will score higher than those that do not meet the goals of this Request for Applications (RFA). The committee will use your narrative and answers to evaluate and determine ranking.

When reviewing your application, the committee will evaluate the clarity of your submission and demonstrated need for the requested equipment. During the process you may be contacted for clarification or additional information. Processing of your submission may be delayed until the requested information is received.

After review and final scoring, award recipients will be notified and asked to confirm award. General announcement of award will be made after acceptances of awards are received.

If your grant request is denied, you may apply again during the next solicitation for applications, should there be another solicitation for applications.

7) Summary of the Scoring Criteria

The following information will be evaluated:

- A) Percentage of students eligible for free and reduced-price (F/RP) meals as of October 2015
- B) ADP Percentage as of 2016

The following information will be requested **and** evaluated:

- C) Has the SFA been granted a PLE Exemption for SY 16/17?
- D) Description of the site need for equipment grant
- E) Explanation of how funding will support four focus areas
 - Improve the quality of meals that meet dietary guidelines
 - For example purchasing an alternative which would eliminate the need to use a deep fryer
 - Improve the safety of food served in the School Meal Programs
 - For example hot/cold holding equipment
 - Improve the energy efficiency of the food service operations
 - For example purchasing an energy efficient freezer
 - Support expanded participation in School Meal Programs
 - Equipment for serving meals in a non-traditional setting such as grab and go breakfast.

- 8) Should your SFA be awarded funds, you will be expected to follow the following regulations and requirements (**see next page**):

GOVERNMENT-WIDE REGULATIONS

- 2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”
- 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 “Implementation of OMB Guidance on Non-Procurement 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 (P.L. 112-55)
- “The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006”

COST PRINCIPALS

- 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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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