August 1, 2018

2018 National School Lunch Program Equipment Assistance Grants
Request for Applications

An opportunity is available for National School Lunch Program (NSLP) sponsors to obtain new equipment or to renovate or replace existing equipment. The Kansas State Department of Education (KSDE) has $251,643 available for additional competitive grants.

Application

- The Food Service Equipment Assistance Grant Application is available at www.kn-eat.org, School Nutrition Programs, What’s New. Only one application per sponsor will be accepted.
- Grants will be awarded on a competitive basis.

Eligibility

- Applicants must participate in the NSLP.
- Any participating NSLP sponsor may apply, but priority must be given to sites with 50% or more of students eligible for reduced price/free meals as reported to KSDE on September 20, 2017.
- Priority will be given to applicants that have not received a previous NSLP Equipment Assistance Grant Award from 2009 through 2017.
- For base or central kitchens, the percentage of students eligible is the total eligible for reduced price/free meals at all schools served from the base/central kitchen divided by the total enrollment for all of these schools.

Use of Funds

- Funds may be requested for new equipment, renovation, or replacement of equipment. Requests may be designated for the cost of equipment plus delivery, installation, testing and removal of old equipment.
- Multiple pieces of equipment may be requested. Each piece of equipment must not cost less than $1,000.
- Equipment purchases must help to improve at least one of the following focus areas:
  1. Nutritional quality of school meals that meet the Dietary Guidelines for Americans (e.g. purchasing an equipment alternative to a deep fryer).
  2. Safety of food served in the school meal programs (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
  3. Overall energy efficiency of the school meal programs (e.g. purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer).
  4. Ability to expand participation in the school lunch and school breakfast programs (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).
  5. Ability to use locally grown fresh fruits and vegetables (e.g. additional refrigeration units, two-compartment produce-washing sinks, serving line and salad bar equipment, mechanical vegetable slicers and choppers, etc.).
  6. Strategies for adopting lunchroom changes that provide more convenience and appeal to the student population (e.g. a Grab-N-Go Line, a convenience store style cooler for parfaits and yogurts, Kiosk abilities for Breakfast after the Bell, etc.).
- KSDE reserves the right to select specific items for approval within an application.
Procurement
- Obligations to purchase made prior to grant award are ineligible for funding.
- All Federal, State and local procurement laws and regulations must be followed.
- Preliminary grant awards will be based on informal price quotes. Three informal quotes must be provided for each piece of equipment.
- Final grant payments will be determined by invoices for equipment purchased.
- Equipment purchases of $20,000 or more require formal advertising and sealed bids.
- Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Regulations at 2 CFR Part 200.33 define equipment as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. However, for the FY 2018 Equipment Assistance Grants, Congress has specified that the threshold for the purchase of equipment cannot be lower than $1,000. Grantees should keep in mind that this lower purchase threshold only applies to FY 2018 equipment grant funds.
- As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.17-326 applies, and equipment competitively procured using these grant funds must be necessary, reasonable, and allocable.
- Sponsors are expected to fully expend grant funds within 3 months of notification of the grant award.

Reporting
The sponsor will be required to provide the following data for quarterly progress activity reports.
- Types of equipment purchased
- Accomplishments and challenges in expenditure activities
- Impact on the school food service operation of purchased equipment
- Reason(s) for any unliquidated funds
- Potential return of the equipment

Timeline
- Applications must be postmarked by October 15, 2018.
- Grants to qualifying sponsors will be announced by December 1, 2018.
- Grant recipients must make a reasonable effort to fully expend grant funds within three months of the award (March 1, 2019).
- Grantees will be required to submit a project status report within three months of the award.

Evaluation Criteria
Each application will be evaluated and scored based on the following Kansas specific criteria.
- Application is complete
- Procurement timeframe is acceptable
- Percentage of students eligible for reduced price or free meals is 50% or greater
- Costs appear reasonable
- Age of equipment
- Best product and value
- Equipment will be used solely for benefit of school meals
- Improves the nutritional quality of meals
- Ensures safety of food served
- Increases overall energy efficiency
- Supports expanded participation in NSLP and SBP
- Allows implementation of fresh fruits and vegetables
- Strategies for adopting lunchroom changes that provide more convenience and appeal to the student population.
Guidance on Equipment
The Institute of Child Nutrition (ICN) has published “Equipment Purchasing and Facility Design for School Nutrition Programs”. It provides information to assist with decision making on school food service equipment selection. This resource is available on ICN’s website: http://www.theicn.org/.

Questions
If you have questions, please contact Diane Dysart (785-296-8537 or ddysart@ksde.org) or Cheryl Johnson (785-296-2276 or csjohnson@ksde.org).

Regulatory Requirements

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 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 “Non-procurement Debarment & Suspension”
2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
OMB Circular A-102, Grants, and Cooperative Agreements with State and Local Governments
41 USC Section 22 “Interest of Member of Congress”

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 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; and

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, 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](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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