



COMMONWEALTH of VIRGINIA
Department of Education

DATE: September 7, 2018

TO: Division Superintendents

FROM: James F. Lane, Superintendent of Public Instruction

**SUBJECT: Federal Fiscal Year 2018 Competitive Grant
Application for National School Lunch Program (NSLP) Equipment
Assistance Grants**

The purpose of this memorandum is to inform School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP) of a competitive process to distribute NSLP Equipment Assistance Grant funds under the Consolidated Appropriations Act of 2018 (Public Law 115-141) for federal fiscal year (FFY) 2018.

The funds will allow SFAs to purchase equipment needed to serve healthier school meals, improve food safety, and expand access to school meals.

Definition of Equipment

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 FFY 2018 Equipment Assistance Grants, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.**

Funding

Virginia has a statewide allocation from the FFY 2018 grant of \$593,545 for equipment purchases. The Virginia Department of Education (VDOE) may award partial grants to a school. For example, one piece of equipment may be funded instead of the two pieces requested, or a lesser amount may be awarded than requested. For each site the reimbursement is limited to \$50,000 total. Total requests can be greater than \$50,000, but the SFA will have to make up the difference if their request is approved. No more than two equipment items per school or school

site may be requested. If there are two pieces of equipment requested per school, the items **must be prioritized** in order of need.

These funds may be used to purchase new equipment, the replacement of old equipment, or the renovation of existing equipment, plus all associated delivery and installation costs. SFAs are required to follow federal, state, and local procurement laws and regulations when purchasing equipment with these grant funds and provide for full and open competition. As with all federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply, and equipment competitively procured using these grant funds must be necessary, reasonable, and allocable. For example, while using these grant funds to purchase a walk-in freezer for school food service, or a salad bar, may be an allowable cost, building an extension to a cafeteria would not meet the intended purposes of this grant. Equipment may not be purchased with these grant funds for use by programs other than the school nutrition program. Equipment for which funds have already been obligated are also not eligible for this grant.

Selection Criteria

Virginia SFAs are eligible to apply on behalf of their school sites that participate in the National School Lunch Program. The Virginia Department of Education will award grants through a competitive grant process. Priority will be given to high need schools (i.e., schools in underserved areas, schools with limited access to other resources, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced price meals. In addition, priority will be given to schools that did not receive a previous NSLP Equipment Assistance Grant. Each SFA will be allowed to submit an application for up to five schools. Schools will be prioritized as follows:

- Schools with free and reduced above 50 percent having never received an equipment grant;
- Schools with free and reduced above 50 percent that have previously received an equipment grant;
- Schools with free and reduced below 50 percent having never received an equipment grant; and
- Schools with free and reduced below 50 percent that have previously received an equipment grant.

Once the schools are prioritized, the application will be scored. Points are assigned for each focus area. The SFA **must** address how the equipment purchase will address one or more of the following focus areas:

- Equipment that improves the quality of school meals;
- Equipment that improves the safety of food served in the school meals programs;
- Equipment that improves the overall energy efficiency of the school food service operations; and/or
- Equipment used to improve or expand participation in school meals.

After the application for each school is prioritized and scored, grants will be awarded to the highest scoring school per division. If there are still funds available, additional schools will be selected using the same criteria.

Reporting

SFAs receiving grant funds are required to submit data to VDOE for the purpose of reporting progress and activity.

Submission Process and Timeline

Applications are due Friday, October 26, 2018. The complete grant application and supporting documentation must be submitted electronically to: SNPPolicy@doe.virginia.gov.

The application can be found on SNPWeb in the download forms section. You can also request the application from SNPPolicy@doe.virginia.gov.

Application Requirements:

- Division Application – General Information, evaluation criteria, submission deadlines, and the certification statement can be found in this part. Please complete this for the SFA.
- Site Application – For each school, complete the site application. Be sure to include the number of pieces of equipment and the total dollar amount requested for each school. Each site is eligible for up to \$50,000. If your equipment needs exceed \$50,000, include the actual total cost of all equipment.
- Equipment Application – For each piece of equipment, complete this application. You may request up to two pieces of equipment per school valued at a minimum of \$1,000. It is imperative that you prioritize the equipment if requesting two pieces. **You must also provide justification that supports the need for the equipment in one or more of the focus areas.** Points are assigned for each focus area.
- Supporting Documentation – For each piece of equipment requested, there must be supporting documentation of the anticipated cost (i.e., price quote from vendor, installation fees, local board approved Capitalization Threshold Policy, etc.)

Grants will be awarded by **November 20, 2018**. The school division must spend and claim reimbursement for all grant funds awarded by **June 28, 2019**. The grant award document for those divisions selected to receive funds will provide details on the approved schools, approved items of equipment by school, and the grant award amount for each equipment item approved. Grant recipients must comply with government-wide regulations, principles, and assurances as described in Attachment A of this memorandum. The NSLP Equipment Assistance Grant funds will be paid to awardees on a reimbursement basis. Reimbursement will only be for the actual expenses up to the award amount approved for each item. Funds not spent on the equipment approved for the grant award may not be spent on other equipment or for other schools in the division.

If you have questions or need additional information, please contact Denise Branscome at barbara.branscome@doe.virginia or (804) 225-2330, or Sandy Curwood, Director of School Nutrition Programs at sandra.curwood@doe.virginia.gov or (804) 225-2074.

Attachment:

A: Government-Wide Regulations and Assurance of Civil Rights Compliance