# Attachment A

# Superintendent's Memo #011-22

# January 14, 2022

# Equipment Assistance Grant Application

## FY 2021

**Application Due: February 16, 2022**

**Submit to:** **SNPPolicy@doe.virginia.gov**

*Last updated on January 5, 2022*



The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) will award National School Lunch Program (NSLP) Equipment Assistance grants through a competitive process. Priority will be given to schools that did not receive a previous NSLP Equipment Assistance Grant. Each school food authority (SFA) is eligible to submit an application for up to five schools. **Schools having never received an equipment grant will be given priority.**

### Awardees may use funds to purchase new equipment, renovate existing equipment, replace existing equipment, and for installation costs associated with the equipment. The Code of Federal Regulations (CFR) §200.33 defines 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. For the FY 2021 Equipment Assistance grant, Congress has specified that the threshold for the purchase of each piece of equipment cannot be lower than $1,000.

The grants will be scored by the following criteria:

* demonstrated need;
* criteria used by the division to select the schools and equipment;
* child nutrition program participation;
* farm to school implementation;
* implementation of ingredient-based recipes;
* current financial status; and
* anticipated program improvement.

The SFA must address how the equipment purchase will address one or more of the following in their application:

* improving the nutrition and food quality of the child nutrition programs;
* increasing participation in the NSLP and the School Breakfast Program (SBP);
* adopting changes that provide more convenience and appeal for students;
* improving the safety of food served in all programs;
* increasing the use of locally grown foods; and
* increasing access to culturally inclusive meals.

Each criteria will be scored based on the answers provided in the application. The SFA must include a narrative explanation of the improvement the equipment will provide and demonstrated need. After the application for each school is scored, grants will be awarded to the highest scoring school per division. After the initial scoring, and if funds are still available, additional schools will be selected using the same criteria.

### Application Requirements

1. **Division Application (Part A):** Part A includes general information and the certification statement. Please complete Part A for the entire division.
2. **Site Application (Part B):** For each school (site), complete the site application. Be sure to include the number of pieces of equipment and the total dollar amount requested for each site. Each site is eligible for up to $50,000. If the equipment needs exceed $50,000, include the actual cost of all equipment for that site.
3. **Equipment Application (Part C):** For each piece of equipment, complete the application. You may request up to two pieces of equipment per school valued at a minimum of $1,000 per piece of equipment. It is imperative that you prioritize the equipment if requesting two pieces of equipment. Provide justification that supports the need for the equipment in one or more of the focus areas. Points are assigned for each focus area.
4. **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.).

### PART A

### General Information

Division Name: Tap to enter division name

School Food Authority (SFA) Number: Tap to enter SFA number

Address: Tap to enter SFA address

#### Contact Information

School Nutrition Administrator: Tap to enter SFA contact name

Phone Number: Tap to enter SFA contact phone number

Address: Tap to enter SFA address

Email Address: Tap to enter SFA email address

Name of Division Superintendent: Tap to enter Superintendent's name

Does the SFA have a capitalization threshold for equipment? [ ]  Yes [ ]  No

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund Code** | **Program Name** | **Project Duration** | **Total Grant Amount Requested** |
| 10.579 | National School Lunch Program Equipment Grant | Upon Approval through June 30, 2023 | Tap to enter amount |

#### Application Authorization and Certification

*The applicant designated above hereby applies for the FY 21 National School Lunch Equipment Assistance Grant funds. I certify that the information contained in this application is correct and complete and the applicant school division has authorized me, as its representative, to file this application. I understand that for any funds received through this application, the school division agrees to follow and comply with all applicable federal, state, and local procurement laws and regulations when purchasing equipment with these grant awards and provide for full and open competition; that the equipment procured using the NSLP Equipment Assistance Grant funds is necessary, reasonable, and allocable. We further certify that grant requirements and any instructions or procedures covering both the programmatic and fiscal administration of the grants will be followed. The applicant assures that the Equipment Assistance Grant will be administered and implemented in compliance with all applicable statues, regulations, policies and program plans. The applicant will ensure that funds are spent by June 30, 2023. The undersigned hereby certifies that the information in this application is complete and accurate.*

Signature of Superintendent

Typed Name of Superintendent

Date

Signature of School Nutrition Administrator

Typed Name of School Administrator

Date

### PART B

#### Site Application

*Complete this form to include all schools requesting equipment and all equipment requested. Limit five schools and two pieces of equipment per school. Maximum funding is $50,000 per school.*

#### School 1

School name: Tap to enter school name

Number of pieces requested for this school: Tap to enter number of pieces

Building enrollment: Tap to enter building enrollment

First type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

Second type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

#### School 2

School name: Tap to enter school name

Number of pieces requested for this school: Tap to enter number of pieces

Building enrollment: Tap to enter building enrollment

First type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

Second type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

#### School 3

School name: Tap to enter school name

Number of pieces requested for this school: Tap to enter number of pieces

Building enrollment: Tap to enter building enrollment

First type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

Second type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

#### School 4

School name: Tap to enter school name

Number of pieces requested for this school: Tap to enter number of pieces

Building enrollment: Tap to enter building enrollment

First type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

Second type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

#### School 5

School name: Tap to enter school name

Number of pieces requested for this school: Tap to enter number of pieces

Building enrollment: Tap to enter building enrollment

First type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

Second type of equipment requested: Tap to enter type of equipment

Dollar value: Tap to enter dollar value for equipment

Equipment is:

[ ]  New [ ]  Renovation [ ]  Replacement

If replacement, how old? Tap to enter number of years old

###

### PART C

#### Equipment Application

*Complete this form for* ***each*** *piece of equipment. Provide a detailed explanation for each focus area checked.*

Name of school: Tap to enter name of school

Equipment requested: Tap to enter name of equipment

Number of pieces of equipment for this site: Tap to enter number for this site; 1 or 2

Priority for this piece of equipment: Tap to enter priority number; between 1 and 10

1. **Select the child nutrition programs that will use this equipment. (5 points per program, maximum of 10 points available)**

[ ]  National School Lunch Program

[ ]  School Breakfast Program

[ ]  Afterschool Snack Program

[ ]  Child and Adult Care Food Program

[ ]  Summer Food Service Program

1.
2. **Select all that apply in regard to financial status. (5 points per answer, 10 possible points)**

[ ]  The non-profit food service account has less than three months operating balance.

[ ]  The non-profit food service account does not receive funds from the school division’s general fund to purchase equipment.

1. **Check all that apply to the criteria used to select the school for this award. (5 points per response, 20 possible points)**

[ ]  This school has not received new equipment in the last 5 years from an equipment grant or purchased with school nutrition funds.

[ ]  The requested equipment no longer is operational or often needs repair.

[ ]  The requested equipment is needed immediately as a response to COVID-19 meal distribution.

[ ]  This equipment will provide changes that meals more convenient and appealing to students.

[ ]  This equipment will maintain or expand access to the SBP and NSLP.

1. **This equipment will make the following improvements. Check all that apply. (5 points per response, 20 possible points)**

[ ]  Improve the nutritional and food quality

[ ]  Promote smarter lunchrooms

[ ]  Improve the safety of food served in all programs

[ ]  Increase the use of local foods

[ ]  Increase access to culturally inclusive meals

1. **Explain the need for the equipment and how it will change current operations. Include how it will make a difference in the school nutrition program. (40 possible points)**

*Points are based on clear descriptions with in-depth details.*

[Insert detailed response]

#### Bid Information

*The applicant must attach a copy of all supporting documentation.*

| **Name of Vendor** | **Total Price (including installation fees)** | **Comments** |
| --- | --- | --- |
| Tap to enter vendor name | Tap to enter price from vendor | Tap to enter comments about bid and equipment |
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Equipment requested: Tap to enter name of equipment

Number of pieces of equipment for this site: Tap to enter number for this site; 1 or 2

Priority for this piece of equipment: Tap to enter priority number; between 1 and 10

1. **Select the child nutrition programs that will use this equipment. (5 points per program, maximum of 10 points available)**

[ ]  National School Lunch Program

[ ]  School Breakfast Program

[ ]  Afterschool Snack Program

[ ]  Child and Adult Care Food Program

[ ]  Summer Food Service Program

1. **Select all that apply in regard to financial status. (5 points per answer, 10 possible points)**

[ ]  The non-profit food service account has less than three months operating balance.

[ ]  The non-profit food service account does not receive funds from the school division’s general fund to purchase equipment.

1. **Check all that apply to the criteria used to select the school for this award. (5 points per response, 20 possible points)**

[ ]  This school has not received new equipment in the last 5 years from an equipment grant or purchased with school nutrition funds.

[ ]  The requested equipment no longer is operational or often needs repair.

[ ]  The requested equipment is needed immediately as a response to COVID-19 meal distribution.

[ ]  This equipment will provide changes that meals more convenient and appealing to students.

[ ]  This equipment will maintain or expand access to the SBP and NSLP.

1. **This equipment will make the following improvements. Check all that apply. (5 points per response, 20 possible points)**

[ ]  Improve the nutritional and food quality

[ ]  Promote smarter lunchrooms

[ ]  Improve the safety of food served in all programs

[ ]  Increase the use of local foods

[ ]  Increase access to culturally inclusive meals

1. **Explain the need for the equipment and how it will change current operations. Include how it will make a difference in the school nutrition program. (40 possible points)**

*Points are based on clear descriptions with in-depth details.*

[Insert detailed response]

#### Bid Information

*The applicant must attach a copy of all supporting documentation.*

| **Name of Vendor** | **Total Price (including installation fees)** | **Comments** |
| --- | --- | --- |
| Tap to enter vendor name | Tap to enter price from vendor | Tap to enter comments about bid and equipment |
| Tap to enter vendor name | Tap to enter price from vendor | Tap to enter comments about bid and equipment |
| Tap to enter vendor name | Tap to enter price from vendor | Tap to enter comments about bid and equipment |

## **GOVERNMENTWIDE 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 “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”

## **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 inconsideration 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)
* 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).

## **NON-DISCRIMINATION 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;

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

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