

Virginia Department of Education

Office of School Nutrition Programs

2017 National School Lunch Equipment

Assistance Grant Application

Applications Due: December 15, 2017, by 5:00pm

Submit to: SNPPolicy@doe.virginia.gov

This Application allows school food authorities (SFA) to apply for the 2017 National School Lunch Program (NSLP) Equipment Assistance Grant (EAG).

NEW!!! The Equipment Grant will now be referred to as FY 17 Equipment Assistance Grants.

NSLP 2017 National School Lunch Program Equipment Assistance Grant – Overview

Purpose

The 2017 NSLP Equipment Assistance Grant funds are intended to assist schools in purchasing equipment to:

- serve healthier meals;
- meet the updated nutrition standards and meal patterns with emphasis on more fruits and vegetables in school meals;
- expand access to school breakfast or lunch;
- improve food safety of meals served; and
- improve overall energy efficiency of the school food service operation.

Eligible Applicants

Virginia School Food Authorities (SFAs) are eligible to apply for up to five school sites that participate in the National School Lunch Program.

Funding

Virginia has a statewide allocation of \$478,278 for equipment purchases. The Department of Education (DOE) 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. If there are two pieces of equipment requested per school, the items must be prioritized in order of need. No more than two (2) equipment items per school or school nutrition site may be requested. Each equipment item requested must meet the \$5,000 capital equipment threshold to be considered for funds.

Allowable Use of Funds

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. School divisions are required to follow federal, state, and local procurement laws and regulations when purchasing equipment with the grant funds to provide full and open competition.

School divisions 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. Federal procurement regulation at 7 CFR 210.21 and 2 CFR Part 200.317-326 apply. As with all federal grant funds, equipment procured using NSLP Equipment Assistance Grant funds must be necessary, reasonable, and allocable.

Title 2, *Code of Federal Regulations* (2 CFR), Part 200.33 defines equipment as tangible personal property having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the federal Capitalization Threshold of \$5,000. In other words, the cost of each piece of equipment must equal or exceed \$5,000. If your school division has a Capitalization Threshold below \$5,000, you must submit documentation of the board approved Capitalization Threshold policy.

Award Selection and Criteria

In compliance with the statutory requirements, priority must be given to:

- high-need schools (i.e., schools in underserved areas, schools with limited access to other resources, and schools with aging food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced price meals;
- schools that did not receive a previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009, or the FY 2010, FY 2013, FY 2014, FY 2015 and FY 2016 Agriculture Appropriations Acts.

The SFA must address how the equipment purchase will address one or more of the following focus areas:

- Improve nutritional quality, serve healthier meals, and meet nutritional standards;
- Improve food safety;
- Improve energy efficiency; and
- Expand participation.

***NEW!!!!* Additional Selection Details**

Priority will be given in the following order:

1. Schools with 50% or higher free and reduced with no prior equipment grant award;
2. Schools with 50% or higher free and reduced with a prior grant award;
3. Schools below 50% free or reduced with no prior grant award;
4. Schools below 50% free or reduced with prior grant award.

Grants will be scored on a scale of 130 points.

- a. Percentage free and reduced = up to 100 points
- b. Expansion potential for meals served (10 points)
- c. Justification found in Attachment C: (20 points)

The funding opportunity is a competitive process. There is no guarantee that submitting an application will result in funding or funding at the requested level.

NEW!!!! Additional Reporting Requirements

SFA must submit quarterly and annual progress activity reports on the following:

- Progress made in obligating and expending funds;
- Accomplishments and challenges in expenditure activities;
- Impact of purchased equipment on the school food service operation;
- Reason(s) for any unliquidated funds;
- Potential return of equipment; and
- Percentage of administrative costs expended as compared to the total amount allowable for administration costs.

NEW!!!! Grant Award Period

The performance period for the equipment grant awards will end on September 30, 2019, and that all procurement and expenditures must be completed not later than September 30, 2019.

Submission Process and Timeline – New Applications

- The complete grant application and supporting documentation must be submitted electronically to: SNPPolicy@doe.virginia.gov.
Supporting documentation includes, the anticipated cost for each piece of equipment, installation fees, board approved Capitalization Threshold policy, etc.
- Grant applications are due by **Friday, December 15, by 5 p.m.**
- The school division must name the application file according to the following format:
Division Name-Division Number-2018 Equipment Grant Application
For example: Accomack-001-2018 Equipment Grant Application
- Grants will be awarded by **January 15, 2017**.

NEW!!!! Submission and Timeline for Grant Applications on file with VDOE.

- If you submitted an application and would like to withdraw your application, please send an email to SNPPolicy@doe.virginia.gov.
- If you submitted an application and agree to the above notifications, sign the attached addendum (Attachment E) and return it to SNPPolicy@doe.virginia.gov. The addendum is due on **December 15, 2017**. If we do not receive the signed addendum, your application will not be considered for an award.

If you have any questions, please email them to SNPPolicy@doe.virginia.gov.

**2017 National School Lunch Program Equipment Assistance Grant
Virginia Department of Education – Office of School Nutrition Programs**

ATTACHMENT A- SFA General Information

Name of SFA

Address

City

State: Virginia

Zip Code:

SFA Total Amount of Grant Funds Requested for all sites

Total Number of Sites (no more than five)

Contact Information for the Grant

Name of School Nutrition Director (SND)

Phone Number

Contact Name (if different from SND)

Contact Phone Number

Email Address

Name of Superintendent

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

Reporting Requirements

The equipment requested is necessary to serve meals at schools that currently offer (check all that apply):

National School Lunch Program

School Breakfast Program

The equipment is necessary to increase participation in the (check all that apply):

National School Lunch Program

School Breakfast Program

SFA Notes- Include any additional information you feel is necessary.

**2017 National School Lunch Program Equipment Assistance Grant
Virginia Department of Education – Office of School Nutrition Programs**

CERTIFICATION

A. General Information, Certification, Signatures

School Division Number

School Division Name

Contact Name

Contact Phone Number

Contact Email

**Applications must be received by 5 p.m. on December 15, 2017
Late submissions without original signatures will be disqualified.**

B. Program Funding Information			
Fund Code	Program Name	Project Duration	Total Grant Amount Requested
CFDA# 10.579	National School Lunch Equipment Assistance Grant	Upon Approval through September 30, 2018	

C. Applicant Authorization and Certifications

The applicant designated above hereby applies for FY 17 National School Lunch Equipment Assistance Grant funds. I certify that the information contained in this application is correct and complete; that 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 statutes, regulation, policies, and program plans. The applicant will ensure that funds are spent by the September 30, 2018, deadline in accordance with the school division's approved application. The undersigned hereby certify that the information in this application is complete and accurate.

Signature of Division Superintendent

Signature of School Nutrition Director

Typed Name of Division Superintendent

Typed Name of School Nutrition Director

Date:

Date: