Alaska Child Nutrition Programs

School Food Service Equipment

Assistance Grant 2014

I. General Grant Information

The Agriculture Appropriations Act of 2013 authorized grants to State agencies (SA) for providing equipment assistance to school food authorities (SFA) participating in the National School Lunch Program (NSLP). Alaska has been selected to receive funding in the amount of $99,095.

These funds will be available through a competitive grant process. The maximum award per grantee will be $20,000. 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. Please make sure applications are submitted for sites that are 50% or above free and reduced-price eligible.

These funds will make a significant investment in meeting the unmet need allowing the purchase of capital (>$5,000) equipment 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 and signed application form to:

Alaska Department of Education & Early Development

Child Nutrition Programs

Attn: Elizabeth Seitz or Karla Stephens

801 W. 10th Street. Suite 200

P.O. Box 110500

Juneau, AK 99811-0500

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

# **II. Equipment**

Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved beforehand by the recipient and there is documentation to support that the purchase is necessary and reasonable to carry out project activities.

Equipment records must be maintained that include the description of the equipment, the serial number or other identification number, the source of equipment, the title holder, the acquisition date, the cost of the equipment, the location, use, and condition of the equipment, and any ultimate disposition data including the date of disposal and the sale price of the equipment. A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years. The grantee will share the results of this inventory.

# **II. Equipment continued**

All procurement records related to the purchase of the equipment must also be maintained.

A Tangible Personal Property Report, SF-428, must be submitted at award close-out to report the status of the equipment, if requested. The grantee will follow the Agency’s equipment disposition guidance and procedures. Equipment disposition procedures are found at 7 CFR Part 3016.32(e) (1-3).

In expending FNS award funds for equipment and products, Grantees and sub-grantees will comply with the Buy American Act, 41 U.S.C. 10a-c.

1. **Equipment** may include new equipment, renovation of equipment, or replacement of equipment.
2. **Equipment** is defined as nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of at least $5,000.
3. **Equipment** will be purchased this fall and will be used in the NSLP next school year.
4. **Construction costs (new or remodel)** will **not** be covered under the grant.

III. Application Components

1. **Project Plan** – Outline your project(s) implementation plan. Include:
2. SFA name, address, contact information
3. Fiscal Agent for this grant (who will be responsible for the proper execution of this project?)
4. Site/Location name, address, October 1, 2013 Free and Reduced-Price eligibility counts and percentage, contact information
5. Assurances
6. Evaluation – Does the request warrant an evaluation of effectiveness? If so, how will you measure and evaluate the effects of this project aside from the required reporting
7. At least 3 vendor documented quotes, and Informal Procurement Solicitation Record
8. **Equipment Questions** – Describe the costs associated with this project and include an itemized accounting of your requested amount, including any preparation and installation costs associated with the item. Include rationale of how you arrived at costs that are not self-evident. Can your project be broken into smaller pieces in the case you do not receive the full amount requested?
9. **Appendix of supporting documents** – Include items that are beneficial to the explanation provided in your request. Diagrams, images of equipment, definitions, specifications, or citations supporting the rationale of the project.

IV. Important Dates

* + August 1, 2014: Announcement and Request for Proposals
	+ August 29, 2014: Last day for Question/Technical Assistance from CNP
	+ **September 30, 2014, 4:30 p.m.**: Completed Applications Due
	+ October 6-10, 2014: Applications Reviewed and Scored
	+ October 17, 2014: Applicants notified of Preliminary Award
	+ October 24, 2014: Final Announcement of Recipients and Amounts
	+ **April 1, 2015**: Evaluations of installed components due to CNP (required for reimbursement)
	+ **May 31, 2015**: Request for reimbursement must be submitted by this date.

V. Resources

* NFSMI – The National Food Service Management Institute has developed a resource entitled Equipment Purchasing and Facility Design for School Nutrition Programs. This tool can help inform the decision making process for procurement of food service equipment. ([www.nfsmi.org](http://www.nfsmi.org))
* Smarter Lunchrooms Movement - Creating sustainable, research-based lunchrooms that guide smarter choices. [www.smarterlunchrooms.org](http://www.smarterlunchrooms.org) , <http://www.foodpsychology.cornell.edu/research/smarter-lunchrooms.html>
* State of Alaska – Procurement for Child Nutrition Programs. <http://education.alaska.gov/tls/cnp/procurement.html>
* USDA Policy memo SP 20-2009
* <http://www.fns.usda.gov/sites/default/files/SP_20-2009_os.pdf>
* USDA Policy memo SP 23-2009 <http://www.fns.usda.gov/sites/default/files/SP_23-2009_os.pdf>
* USDA Policy memo SP 24-2009 <http://www.fns.usda.gov/sites/default/files/SP_24-2009_os.pdf>

**If grantee receives a grant award, they will be required to follow the following regulations and requirements.**

**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 215:  “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
* 2 CFR Part 417: “Office of the Chief Financial Officer:  Department of Agriculture Implementation of OMB Guidance on Non-procurement Debarment & Suspension”
* 2 CFR Part 421: “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”
* 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)

**Cost Principals**

* 2 CFR, Subtitle A, Chapter II, Part 225: States, Local & Indian Tribal Governments
* 2 CFR, Subtitle A, Chapter II, Part 220:  Institutions of Higher Education, Hospitals
* 2 CFR, Subtitle A, Chapter II, Part 230:  Non-Profit Organizations

**USDA Regulations**

* 7 CFR Part 15:  “Nondiscrimination”
* 7 CFR Part 3015:  “Uniform Federal Assistance Regulations”
* 7 CFR Part 3016:  “Uniform Administrative Requirements for Grants and Cooperative  Agreements to State and Local Governments”
* 7 CFR Part 3018:  “New Restrictions on Lobbying”
* 7 CFR Part 3019:  “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations”
* 7 CFR Part 3021:  “Government-wide Requirements for Drug-Free Workplace (Financial Assistance)”
* 7 CFR Part 3052:  “Audits of State, Local Governments, and Non-Profit Organizations”

V. Resources, continued

* 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; 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 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)

VI. Scoring Rubric

Priority will be given to high need schools that have not received a prior award of either the ARRA (2009) or USDA (2011) equipment grants. “High need” means that 50% or more of enrolled students are eligible for free or reduced meals.

**Factors will be scored as follows**:

High Need School, only schools with Free and Reduced eligible populations above 50% are eligible. (Yes/No)

**Application Questions (100 points)**

1. How will the purchase of this equipment lend itself to improving the quality of school food service meals that meet the dietary guidelines? (e.g., purchasing equipment alternative to a deep fat fryer) (25 points)
2. How will the purchase of this equipment improve the safety of food served in the school meals program? (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, etc.) (25 points)
3. How will the purchase of this equipment improve the overall energy efficiency of the school foodservice operations? (e.g., purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer, etc.) (25 points)
4. How will the purchase of this equipment allow LEAs to support expanded participation in a school meal program? (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space, etc.) (25 points)

VII. Award Details

Equipment generally means items tasked for the preparation, cooking, holding (temperature controlled or not), displaying, transporting, disposing of, etc. The cost of equipment shall exceed $5,000. Small-ware items such as trays and plates, utensils, pans, containers and the like will not be considered. 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 would fall under the category of construction costs (which must be paid using the school district’s general fund).

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 or our office, 907-465-8709, Elizabeth.seitz@alaska.gov

Recipients are encouraged to take advantage of cooperative or volume purchase agreements.

Unexpended funds of the approved grant will be returned to the Agency for further award to eligible applicants.

Equipment purchased under this program will not be given to, granted to, transferred to, leased to, or sold to any person or entity that is not eligible to participate in the grant program as applicant.

Sponsors selected to receive proceeds of this grant will be required to provide the following documentation upon expenditure and request for reimbursement by **May 31, 2015**:

* Signed confirmation of adherence to procurement rules document
* Invoices detailing item(s) purchased (shall include shipping & handling and any installation charges, including date of delivery/install)
* Date equipment was installed and used toward meeting grant initiatives
* Evaluation Questionnaire (submit with reimbursement request)
* Sponsors shall retain grant files and supporting documentation for a term of three (3) years after final payment.

VIII. 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 less 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 acceptance of awards are received.

VIII. Evaluation Process, continued

Applicants whose grant requests were denied by the committee or by disqualification will be notified in writing.

If your grant request is denied, you may apply again during the next solicitation for applications. The agency is currently awaiting dates from the USDA and is yet to be determined.

IX. Checklist

Please note that your application and supporting materials must be received by 4:30 p.m. Tuesday September 30, 2014. Mailed Applications must be postmarked September 26th or earlier. Electronic submissions can be emailed to Elizabeth.seitz@alaska.gov or Karla.stephens@alaska.gov. **Faxed copies will not be accepted.**

Applications received after the established time will not be eligible for consideration.

All Applications must provide:

* Completed Application Form with 3 vendor written quotes, submit completed attached Informal Procurement Solicitation Record
* Signed Assurances Page
* Detailed Cost Breakdown (equipment price, installation cost detail, intrinsic component cost, etc.)
* Supplemental Information that may explain and support the equipment costs or proposal goals. (Optional)

Failure to provide adequate and necessary information may delay or disregard the submitted application from consideration.

Return applications to:

Alaska Department of Education & Early Development

Child Nutrition Programs

Attn: Elizabeth Seitz or Karla Stephens

801 W. 10th Street. Suite 200

P.O. Box 110500

Juneau, AK 99811-0500

Elizabeth.seitz@alaska.gov or Karla.stephens@alaska.gov

Scanned and signed copies are acceptable via email

**Please complete one grant application for each school/site equipment request.**

|  |
| --- |
| **2014 Funded Equipment Assistance Grant Application** |
| A. Sponsor Information |
| Name: |  | Contact Person: |  |
| Address: |  | Contact Title: |  |
|  | Contact Phone: |  |
|  |
|  | Contact Email: |  |
|  |  |  |
|  |  |  |  |  |
| B. School/Site Information |
| Name: |  | October 1, 2013 Data |
| Address: |  | Enrollment: |  | Did this site receive ARRA/USDA Equipment Grant Funds in ’09 or ’10? |
| Free Eligible: |  |
| Grades Served: |  | Reduced Eligible: |  | * Yes

 * No
 |
| F&R %: |  |
| Total Cost of Request: |  |
| Equipment Type: |  Replacement In Addition to |
|  |

|  |
| --- |
| C. Equipment Description and Cost: (Attach supporting documentation-quotes) |
| Equipment 1 Description: |  |
| Quantity: |  |  |
| Equipment Cost: |  |
| Installation Cost: |  |
| Cost of improvementsnecessary for installation: |  |

|  |
| --- |
| D. IF grant funds do not cover whole cost of the requested equipment does the school/district have other funds to pay the balance?  |
|  Yes  No |

|  |  |
| --- | --- |
| 1. Does this equipment improve the quality of school food service meals? | * Yes  No
 |
| Explain: |
|  |
| 2. Does the equipment improve the safety of food served in the school meals? | * Yes  No
 |
| Explain: |
|  |

|  |  |
| --- | --- |
| 3. Does the equipment request improve energy efficiency? | * Yes  No
 |
| Explain: |
|  |

|  |  |
| --- | --- |
| 4. Does this equipment request expand meal/snack participation? | * Yes  No
 |
| Explain: |
|  |

|  |
| --- |
| D. Assurances:  |
| I confirm and attest that this grant submission is true and correct according to the information available to me at the time of completion. By applying for these grant funds I am indicating I have sufficient authority and approval to proceed with the activities described in this application. In the case this grant is funded, appropriate procurement methods will be followed as described in the Application information and according to Federal, State and Local procurement policies. |
|  |
| Signature: |  | Date: |
| Printed Name: |  |  |
| Title: |  |  |

Non Discrimination Statement:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political belief, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.  (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the

[USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), found online at <http://www.ascr.usda.gov/complaint_filing_cust.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

|  |
| --- |
| **Informal Procurement Solicitation Record** |
| **Specification for:** |  |
| **Vendor and Contact Information\*** | **Date of Contact** | **Product Specifications** | **Quote Price\*\*** | **Quote Accepted** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Name and title of individual obtaining quotes: |  | Date solicitation prepared: |  |
| Name and title of individual awarding vendor: |  | Date Awarded: |  |
| \* Attach written confirmation of each verbal quotation (e-mail, signed quote, etc.) | \*\* Document reasoning behind successful quotation. |