



LEA Name _____ LEA# _____

**ARKANSAS
2015 FOOD SERVICE EQUIPMENT ASSISTANCE
GRANT APPLICATION**

Authorized by the
FY 2015 Agriculture Appropriations Act

Funded through the
United States Department of Agriculture (USDA)
For Any Local Education Agency (LEA) Participating in the
National School Lunch Program (NSLP)

**ORIGINAL APPLICATION MUST BE RECEIVED AT THE
ARKANSAS DEPARTMENT OF EDUCATION (ADE), CHILD
NUTRITION UNIT (CNU) BY**

4:30 P.M., FRIDAY, September 18, 2015

NO FAXED COPIES WILL BE ACCEPTED

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Part II, Section II

(Submit **ONE** original plus **TWO** (2) copies for the Kitchen/School Serving Site) for a total of **THREE** (3)

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LEA Name _____ LEA# _____

Part I

Grant Description: The FY 2015 Agriculture Appropriations Act authorized \$25M for the Food and Nutrition Service (FNS) to provide grants to States agencies (SA) for providing equipment assistance to school food authorities (SFA) participating in the National School Lunch Program (NSLP). Arkansas has received FY 2015 NSLP Equipment Assistance Grant funds in the amount of \$290,306. These funds will assist school food authorities (SFAs) in purchasing equipment needed to meet the new nutritional standards for schools as required by the Healthy Hunger-Free Kids Act of 2010.

The equipment purchased with the NSLP equipment assistance grant must be used to support the NSLP of the Local Education Agency (LEA). Equipment may not be purchased exclusively for programs outside of the NSLP. If a school participates in other programs such as, the School Breakfast Program (SBP), Afterschool Snack, Summer Feeding Programs, in addition to the NSLP, those other meal services may benefit from the NSLP grant purchased equipment. Equipment for which funds have already been obligated is not eligible for this grant, e.g. bond money or equipment purchased prior to grant award.

The primary goal of the equipment assistance grants authorized by the NSLP will be to improve the infrastructure in the NSLP. Priority (more weight) will be given to LEAs for equipment for individual schools in which at least 50 percent of the students are eligible for free or reduced price meals, however, schools with less than 50 percent can receive grants based on other criteria. District-wide percentages will not be used.

Focus Areas of the Grant: In order to make the most effective use of the grant funds, the grant application must address at least one or more of the focus areas:

- *Food Quality:* Equipment that improves the quality of school nutrition meals in ways that support the new nutritional standards (e.g. purchasing an equipment alternative to a deep fryer).
- *Healthy Meals:* Equipment that lends itself to improving the quality of school foodservice meals that meet the new nutritional standards with emphasis on more fresh fruits and vegetables.
- *Food Safety:* Equipment that improves the safety of food served in the school nutrition programs (e.g., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
- *Energy Efficiency:* Equipment that improves the overall energy efficiency of the school nutrition operations (e.g., purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer).
- *Expand Participation:* Equipment that supports improved and or expanded participation in a school nutrition program and/or School Breakfast Program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).
- *Smarter Lunchroom:* Lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices.

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Eligibility: LEAs who participate in the National School Lunch Program are eligible to apply for the grant. An application for the LEA site for the school to be considered for funding is required.

Funding and Reporting: Criteria established by USDA to award this funding and allocation are as follows:

- Funding to be awarded based on a competitive grant process that is fair and equitable
- Competitive grants will be awarded based on the need for equipment assistance in participating schools with priority given to schools in which not less than 50 percent of the students are eligible for free or reduced price meals
- Equipment purchase MUST comply with Federal and State procurement regulations
- Funds must be tracked separately from other Child Nutrition funds
- No administrative funds are available from these grants
- Grants will only be awarded to an LEA if the total request for the expenditure is **\$1000 or greater**
- Funds received through this grant cannot be combined with other school nutrition funds and must be tracked and reported separately
- LEAs must submit obligation (purchase order), expenditure (invoice) and documentation (copy of payment/warrant) before funds will be released by ADE CNU for reimbursement of equipment purchase

****Although one USDA criterion for award of the competitive equipment grants will be the percentage of free and reduced eligible students by school as of October 1, 2014, USDA has confirmed that schools with less than 50% of free and reduced-priced students may apply for these equipment funds.

Other factors will be considered including, but not limited to the following:

- The availability of existing State and local funding for equipment purchases
- Age of food service equipment

DISTRIBUTION OF FUNDS:

After the LEA applies for and receives a grant award for the estimated cost of a piece of equipment, the LEA will first need to pay the full cost of the equipment and installation at each kitchen/serving site receiving the award. After installation and equipment is deemed operational, the District/LEA will submit an equipment invoice for reimbursement.

ONLY ACTUAL COSTS OF APPROVED EQUIPMENT WILL BE REIMBURSED, NOT TO EXCEED THE NSLP EQUIPMENT ASSISTANCE COMPETITIVE GRANTS AWARD.

If the invoice total is more than the original grant award for that piece of equipment, the LEA will have to pay the difference.



LEA Name _____ LEA# _____

PROCUREMENT:

It is suggested that LEAs considering applying for equipment funding, identify the school's kitchen/serving site equipment needs, focusing on the areas identified by USDA Focus Areas for Equipment listed above. DO NOT solicit or purchase any equipment prior to written notification of award from the Arkansas Department of Education, Child Nutrition Unit (ADE/CNU) that the district has received a NSLP equipment competitive grant award. **All federal, state and local procurement regulations MUST BE FOLLOWED with regard to open and free competitive procurements for the expenditure of federal grant funds.**

BID PRODUCT OR CONTRACT SPECIFICATION DEVELOPMENT:

Vendor, broker, manufacturer, contractor, distributor, etc. of a product **cannot have input into the development of product specifications or procurement specifications and/or advance review of the completed procurement documents, Requests for Proposal (RFP)/Contracts. Such activities would compromise open and free competition [2 CFR 200.319].**

Part I

Equipment Definition: The Arkansas Department of Education (ADE/CNU) defines equipment for the purpose of the NSLP equipment assistance grant as “articles of nonexpendable, tangible property with a useful life of more than one year and a per unit acquisition cost of \$1000 or more”.

Allowable Expense – as with all Federal funds, the equipment purchased must be allowable, e.g. using these funds to purchase a walk-in freezer for school nutrition programs would be an allowable cost. Allowable expenses are determined in accordance with cost principles of federal regulation 2 CFR Parts 200, 2215, 230. All expenditures should be adequately documented and should be determined in accordance with generally accepted accounting principles. However, renovation of the school nutrition area would fall under the category of construction costs that must be charged to the LEA's general fund. LEAs are required to follow all Federal, State, and Local procurement regulations which require open and free competition.

Non-allowable Expense – Reimbursement will not be provided for purchases of deep fat fryers or transport vehicles. Costs that are not allowable in the National School Lunch, Afterschool Snack and Breakfast Programs are:

- Equipment depreciation costs for non-expendable equipment items which become fully depreciated or non-expendable equipment in storage for future use.
- Capital expenditures for land or construction, facilities, other capital asset purchases (including passenger automobiles and other equipment).
 - Any capital expenditure, which materially increases the value of capital assets, must be approved by the ADE/CNU.
- Facility or land occupancy by contractual agreements (which are classified as rental/purchase or leased with an option to purchase).
- Cost associated with sales or service to adults, contract meals, other a la carte sales, and summer food service programs funded through the Arkansas Department of Human Services.



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GRANT SUBMISSION AWARD AND REPORT TIMELINES: (Subject to change based on USDA requirements and data requests)

1. Grant Application Deadline -----**4:30 p.m., Friday, September 18, 2015**
2. Grant Awards Announced On or Before -----**Friday, October 9, 2015**
3. Notification by fax, with original letter mailed to LEA -----**Friday, October 9, 2015**
4. LEA Deadline for Submission - OBLIGATION (commit to purchase)
Documentation* and Quarterly Progress Report** - **4:30pm, Monday, December 14, 2015**
5. LEA Deadline for Submission
Quarterly Progress Report** -----**4:30 p.m., Monday, March 14, 2016**
6. LEA Final Deadline for Submission of Equipment
Invoices for payment by ADE CNU -----**4:30 p.m., Friday, May 27, 2016**
7. All Grant Funds EXPENDED (reimbursement received from ADE CNU) -----**Wednesday, September 28, 2016**

*Purchase Order

**To be supplied by Grant Recipient at a later date

QUARTERLY PROGRESS REPORT REQUIREMENT: The following information will be collected in Quarterly Progress Reports: Progress made expending funds at the SFA level, types of equipment purchased, accomplishments and challenges in expenditure activities, impact of purchased equipment on the school food service operation, reason(s) for any unliquidated funds and potential return of equipment. A form for reporting Quarterly Progress will be provided to SFA’s receiving grant awards.

GRANT SUBMISSION REQUIREMENTS

APPLICATIONS MUST BE RECEIVED IN THE ADE CNU OFFICE BY **4:30 PM ON SEPTEMBER 18, 2015**

NO FAXED COPIES ACCEPTED

Section II, Part I - Submit **ONE** complete application packet per District/LEA, original plus two (2) copies.

Section II, Part II – Submit **ONE** complete Kitchen/School Serving Site application for the Kitchen/School Serving Site to be considered for funding, original plus two (2) copies.

ORIGINAL SIGNATURES of the District/LEA Superintendent, Child Nutrition Director, and General Business Manager **must** be included with original application packet (Part II, Section I, Page 5).

SEE DATES LISTED ABOVE

ARKANSAS FY 2015 FOOD SERVICE EQUIPMENT ASSISTANCE GRANT APPLICATION



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Part 1

**FY 2015 Arkansas Food Service Equipment Assistance Grant Scoring Criteria Form
(Select all that apply)**

Criterion	Maximum Points												
<p>Focus Areas*</p> <ul style="list-style-type: none"> • Food Quality (150 points) • Food Safety (100 points) • Healthy Meals (100 points) • Energy Efficiency (50 points) • Expanded Participation (25 points) • Smarter Lunchroom (25 points) <p style="text-align: right;">*(One piece of equipment could cover <i>more than one</i> focus area)</p>	150												
<p>Age of Equipment</p> <ul style="list-style-type: none"> • Does not have this piece of equipment (50 points) • Equipment is over 20 years old (50 points) • Equipment is 16-20 years old (40 points) • Equipment is 11-15 years old (30 points) • Equipment is 6-10 years old (20 points) • Equipment is 1-5 years old (10 points) 	50												
<p>Percentage of Students Eligible for Free and Reduced Price Meals at School Site</p> <ul style="list-style-type: none"> • 0-49.9% (0 points) • 50-59.9% (30 points) • 60-69.9% (60 points) • 70-79.9% (90 points) • 80-89.9% (120 points) • 90-99.9% (150 points) 	150												
<p>Geographic unemployment economic data (based on United States Bureau of Labor Statistics most available current month for the county where the district is located)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• 0 - 2.9% (10 points)</td> <td style="width: 33%;">6 – 6.9% (50 points)</td> <td style="width: 33%;">Over 10% (75 points)</td> </tr> <tr> <td>• 3 – 3.9% (20 points)</td> <td>7 – 7.9% (55 points)</td> <td></td> </tr> <tr> <td>• 4 – 4.9% (30 points)</td> <td>8 – 8.9% (60 points)</td> <td></td> </tr> <tr> <td>• 5 – 5.9% (40 points)</td> <td>9 – 9.9% (65 points)</td> <td></td> </tr> </table>	• 0 - 2.9% (10 points)	6 – 6.9% (50 points)	Over 10% (75 points)	• 3 – 3.9% (20 points)	7 – 7.9% (55 points)		• 4 – 4.9% (30 points)	8 – 8.9% (60 points)		• 5 – 5.9% (40 points)	9 – 9.9% (65 points)		75
• 0 - 2.9% (10 points)	6 – 6.9% (50 points)	Over 10% (75 points)											
• 3 – 3.9% (20 points)	7 – 7.9% (55 points)												
• 4 – 4.9% (30 points)	8 – 8.9% (60 points)												
• 5 – 5.9% (40 points)	9 – 9.9% (65 points)												
<p>Programs Administered by ADE, CNU in Which School District Participates, School Year 2015-2016</p> <ul style="list-style-type: none"> • National School Lunch Program (30 points) • School Breakfast Program (20 points) • Afterschool Snack Program (10 points) • Summer Feeding Program (Regular or Seamless Summer) (10 points) 	70												
<ul style="list-style-type: none"> • Farm To School Program 	15												
<ul style="list-style-type: none"> • 6 cent certified by end of school year 2014-2015 	15												
<ul style="list-style-type: none"> • TOTAL POINTS AVAILABLE 	525												
<p style="text-align: center;">**In the case of a tie, written justification for priority ranking of equipment will be considered.</p>	50												