

**Child Nutrition Programs/School Nutrition Programs**

**National School Lunch Program -- Equipment Assistance Grant**

**FY 2022-2024 EQUIPMENT GRANT APPLICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SFAs must complete a separate Equipment Application for each equipment unit**  **Must submit to:** [Bethany.Moreland@ode.oregon.gov](mailto:Philip.Hofmann@ode.oregon.gov) **by Thursday February 16, 2023 by 1:00 pm** | | | | |
| PROGRAM SPONSOR NAME: | | NSLP SPONSOR Agreement Number: | | |
| Mailing Address: | City: | | State: | Zip Code: |
| Contact Name and Title: | Email: | | Phone #: | Cell Phone#: |
| **Sponsor UEI #:** | | | | |

**School/Site Information**

|  |  |  |
| --- | --- | --- |
| School Name: | School Address: | Grades Served: |

**School Enrollment Data for SY 2020-21**

*Please use -* [*Free and Reduced Price School Data 2021*](https://www.oregon.gov/ode/reports-and-data/students/Pages/default.aspx)

| Total School Enrollment: | Free and Reduce Price %: |
| --- | --- |

**How are Meals for this site/school Prepared? (Select only one)**

| Off-site and delivered to this site | | |
| --- | --- | --- |
| Off-site and delivered to this site, but the addition of this requested equipment will allow this site to end their  school-to-school agreement or vended/FSMC contract and begin preparing its own meals on-site | | |
| On-site using district-owned | OR | On-site using vendor-owned or FSMC-owned equipment |

For on-site only: Does this site prepare and provide meals for any other NSLP schools under the same School Nutrition Programs sponsor? If yes, list schools:

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**Assurances**

I confirm and attest that this grant submission is true and correct, based upon 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 application is approved, appropriate procurement methods will be followed as described in the Request for Applications, the grant’s terms and conditions, and applicable Federal, State, and local procurement laws and policies.

|  |  |  |
| --- | --- | --- |
| Signature: | Printed Name/Title: | Date: |

**Description of Equipment Sought**

*Complete one application form for each piece of equipment to be purchased, repaired, or renovated with grant dollars. Include supporting documentation. If you need more space, please attached another word document in your email.*

| **SECTION 1:**  Applicant demonstrates high need for equipment requests. | |
| --- | --- |
| Describe in detail the state of the current equipment needs for this site.  Specifically, how old is the current equipment, what is the condition of the current equipment that needs to be replaced or lack appropriate equipment, and/or limited access to resources/funding for equipment that hinders the school food service operation for this site?  *10 point possible* |  |

| **SECTION 2:**  Applicant demonstrates consideration of how the grant award will provide healthier meals and improved food safety, which impacts on nutrition and quality of school breakfast/meals. | |
| --- | --- |
| Describe how the equipment request will improve the nutrition and quality of the meals.    Elaborate on specifically how the equipment will improve the quality of school breakfast/meals, improve the safety of food served, and/or improve or expand participation in school breakfast/meals.  *10 point possible* |  |

| **SECTION 3:**  Applicant demonstrates commitment to lunchroom strategies that provide convenience and appeal to the student population. | |
| --- | --- |
| Describe ways in which your lunchroom environment provides convenience and appeal to the student population with a focus on less waste, higher participation, more satisfied students, and increased consumption of important nutrient-rich foods. Elaborate on strategies you are already using in your lunchroom, as well as strategies you are committed to implementing in the future. Provide an explanation of how the requested equipment supports those strategies.  **Refer to the Smarter Lunchroom Summary and Scorecard**.  *10 point possible*  10 point possible  10 point possible |  |

| **SECTION 4:**  Applicant demonstrates capacity to plan and execute the grant project in accordance with grant requirements. | |
| --- | --- |
| Describe preliminary plans for the process and responsibilities of carrying out the requirements of the grant award. | |
| Include a description of the intended timeline for purchase and installation of the requested equipment. Consider the need for formal or informal bidding procedures, best timeframe for delivery and installation of the equipment, and who is responsible for coordinating these processes.  *10 point possible* |  |

| **SECTION 5:**  Applicant demonstrates possible leveraging other financial incentives or funding | |
| --- | --- |
| *Have applicants identified other funding sources (state/local funding or Federal/state/local financial incentives) for the requested equipment.* | |
| Describe what other funding opportunities applicants could leverage to obtain the requested equipment.  A short but not exhaustive list:  Oregon Department of Energy:  Schools and Public Buildings  <https://www.oregon.gov/energy/energy-oregon/Pages/Schools-and-Public-Buildings.aspx>  Energy Efficient Schools Programs  <https://www.oregon.gov/energy/energy-oregon/pages/schools-program.aspx>  Energy Trust of Oregon - Commercial <https://www.energytrust.org/commercial/>  Database of State Incentives for Renewable & Efficiency (DSIRE) <https://www.dsireusa.org/>  Fuel Up to Play 60 <https://www.fueluptoplay60.com/funding-information>  *10 point possible* |  |

**Scoring Section**

**The total possible points are 80 points and are broken down as follows:**

* From Sections 1-5 in the “Description of Equipment Sought”, possible points are **50.**
* Preference points are possible **30**. See chart below:

| Schools with at least 50 percent free and reduced-price eligibility | 10 points |
| --- | --- |
| Schools that were not awarded a prior grant | 10 points |
| Schools that also participate in the School Breakfast Program | 10 points |

**Equipment Request and Budget Section**

In this section, list the specific equipment items you are requesting to purchase new, replace, or renovate (for this site only). Fill in the equipment items on the chart that follows. Remember that **each unit must meet the federal definition of equipment as provided in 2 CFR 200.33:**

Equipment means 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. The requested equipment must have a useful life of more than one year and a per-unit acquisition with a value of greater than $1,000 but less than $50,000.

Include anticipated installation costs (electrical, plumbing etc.)

**REQUESTED ITEMS THAT DO NOT MEET THESE CRITERIA WILL NOT BE APPROVED FOR FUNDING.**

**Submit the supporting documentation (quotes) with the application**

|  | **Equipment Information** |
| --- | --- |
| Type of Equipment *(e.g., refrigerator, stove, holding cabinet, steamer, etc.)* |  |
| Make & Model *(if available)* |  |
| Is this a new piece of equipment or replacement of existing equipment? | New Replacement |
| If replacement of old existing equipment, what is the age of current equipment? | years |

| Budget Information | | **PROPOSED BUDGET** (see notes below for additional information) |
| --- | --- | --- |
| a. | Unit Price: |  |
| b. | Additional ancillary costs including installation: |  |
| c. | TOTAL COST: |  |

**Notes for PROPOSED BUDGET:**

Per-unit acquisition cost for equipment purchases (new or replacement) must equal at least $1,000. Verify the per-unit acquisition cost by dividing the total cost by the quantity of items (line e ÷ line b).

| Line a: | Unit price is the price per item. |
| --- | --- |
| Line b: | Additional costs related to acquisition include the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Charges such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices. |
| Line c: | Total Cost equals line (b) + line (c) |

**Instructions for Submitting Your Application**

1. **Before Submitting Your Application**

To be considered complete, an applicant’s application must include the 13 components identified below.

A completed application will include (use below checklist):

The applicant’s name and address;

The name and contact information of the staff member who will be responsible for the proper execution of this

project;

Assurance that the program sponsor is eligible to apply for the grant;

The name and address of the school or site that will receive equipment or services through this grant;

Confirmation that the applicant will, if awarded an equipment grant, comply with applicable Federal, state, and

local procurement laws and procedures;

Include on page 1, the [*Free and Reduced Price School Data 2021*](https://www.oregon.gov/ode/reports-and-data/students/Pages/default.aspx) with free/reduced percentages from the school that

will receive equipment through this grant;

UEI# Number

A description of the equipment that will be purchased and the costs associated with this project, as described in

Section 3.2, Application Requirements, of the RFA;

Pictures of existing equipment (Optional)

**Submit quotes for the equipment;**

**Submit supplemental information/estimates that helps explain ancillary/installation costs;**

Written responses which address all five funding goals with the five questions in this application;

A completed *Smarter Lunchrooms Scorecard and Summary*.

The *Smarter Lunchroom Scorecard* consists of two parts.

* + The *Smarter Lunchrooms Scorecard*
  + The *Smarter Lunchrooms Scorecard Summary*

It is located on the ‘SNP Grant Opportunities’ web page under the expandable box ‘*Equipment grant application, cover, Smarter Lunchroom FAQ, Scorecard and Summary’*:

[*https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Grants.aspx*](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Grants.aspx):

1. **Instructions for Submitting Your Application:**

Applicants can submit their applications by email via the ODE Secure File Transfer Site: [*https://district.ode.state.or.us/apps/xfers/*](https://district.ode.state.or.us/apps/xfers/) to [Bethany.Moreland@ode.oregon.gov](mailto:Philip.Hofmann@ode.oregon.gov)

**ODE will not consider applications submitted by applicants who do not comply with the application submission instructions. Applicants are responsible for confirming ODE receipt of the application.**

**ODE will not accept applications submitted by fax or US Mail and will NOT consider applications that arrive after 1:00 p.m. on Thursday, February 16, 2023.**

**C. Instructions for Secure File Transfer Site:** [*https://district.ode.state.or.us/apps/xfers/*](https://district.ode.state.or.us/apps/xfers/)

Select [Bethany.Moreland@ode.oregon.gov](mailto:Philip.Hofmann@ode.oregon.gov) from the left-hand column with ODE Email list, click the arrow pointing towards the right, enter your email address in the “Who is Sending the File?” section, upload your organization’s completed application n, cover page if submitting more than one application per sponsor and supporting materials, include the following note in the message field: ***“FY 2022 Equipment Grant application for [Your organization’s name]”,*** complete the captcha, and click “Send File.”

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [USDA Program Discrimination Complaint Form](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)  which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 Complaint form or letter must be submitted 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; or
2. **fax:**  
   (833) 256-1665 or (202) 690-7442; or
3. **email:**  
   [program.intake@usda.gov](http://usda.gov/)

The above address is for submitting discrimination complaints to the USDA’s civil rights office only.

**Do NOT submit your application to the USDA’s civil rights office!**

Follow the submission instructions found in the RFA and this form.