Alaska Child Nutrition Programs

School Food Service Equipment

Assistance Grant 2017

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 $73,531.79

These funds will be available through a competitive grant process. The maximum award per grantee will be $10,000. 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 2009 ARRA, 2010 USDA, 2014, 2015, or 2016 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 requests may include new equipment, renovation of equipment, or replacement of equipment. Regulations at 2 CFR Part 200.33 define 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.

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, 2016 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. 2 or more vendor documented quotes, and Informal Procurement Solicitation Record
8. Indicated which vendor the SFA anticipates selecting
9. **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?
10. **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

* + July 3, 2017: Announcement and Request for Proposals
	+ August 28, 2017: Last day for Question/Technical Assistance from CNP
	+ **August 31, 2017 by 4:30 p.m.**: Completed Applications Due
	+ September 1st thru 7th 2017: Applications Reviewed and Scored
	+ September 15, 2017: Applicants notified of Preliminary Award
	+ September 29,2017: Final Announcement of Recipients and Amounts
	+ **January 15, 2018**: Evaluations of installed components due to CNP (required for reimbursement)
	+ **April 30, 2018**: Request for reimbursement must be submitted by this date.
* Sponsors that receive a grant must submit quarterly progress activity reports to State Agency. **These quarterly reports must address the following**:
	+ The sponsor’s progress towards expending the funds;
	+ The types of equipment purchased by the sponsor;
	+ Any accomplishments or challenges in the sponsor’s expenditure activities
	+ Any impacts the purchased equipment has had on the sponsor’s food service program;
	+ Reasons why the sponsor has not yet liquidated its grant dollars; and
	+ If applicable, whether the sponsor has or is considering returning equipment purchased with grant dollars.

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 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: “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)”
* 7 CFR Part 3: “Debt Management”
* 41 USC Section 22 “Interest of Member of Congress”
* Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
* Sections 745 and 746 of the Consolidated Appropriations Act, 2017 (Public Law 115-31)

V. Resources, continued

**Cost Principals**

* 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).
* 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”

**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), USDA (2011), 2014, 2015 or 2016 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, and schools that have not received a prior award of either the ARRA (2009), USDA (2011), 2014, 2015 or 2016 Equipment Grants.

VI. Scoring Rubric, continued

**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 per-unit acquisition which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $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.

VII. Award Details, continued

**Sponsors selected to receive proceeds of this grant will be required to provide the following documentation upon expenditure and request for reimbursement by April 30, 2018**:

* 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.

Applicants whose grant requests are 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. August 31, 2017**. Mailed Applications must be postmarked August 31st or earlier. Electronic submissions can be emailed to Elizabeth.seitz@alaska.gov **Faxed copies will not be accepted.**

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

All Applications must provide:

IX. Checklist, continued

* Completed Application Form with 2 or more 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

801 W. 10th Street Suite 200

P.O. Box 110500

Juneau, AK 99811-0500

Elizabeth.seitz@alaska.gov

Scanned and signed copies are acceptable via email

**NONDISCRIMINATION 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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a 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), (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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

**This institution is an equal opportunity provider.**

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

|  |
| --- |
| **2017 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, 2016 Data |
| Address: |  | Enrollment: |  | Did this site receive ARRA/USDA Equipment Grant Funds in 2009, 2010, 2014, 2015 or 2016? |
| 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: |  |  |
| Vendor Name Selected: |  |
| 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 NSLP/SBP 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:**

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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(1) mail: U.S. Department of Agriculture

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(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

**This institution is an equal opportunity provider.**

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| --- |
| **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: |  |
| **\* Must indicate which vendor you plan to use. Attach written confirmation of each verbal quotation (e-mail, signed quote, etc.).**  | **\*\* Document reasoning behind successful quotation. If the vendor is not the least expensive, please submit reason for choosing a higher bid.** |