

*Date:* October 24, 2014

*To:* Authorized Representatives of School Food Authorities (SFAs) Participating in the National School Lunch Program (NSLP)

*From:* Julie Cox, RDN, CD  
Assistant Director-School Nutrition Team

*Subject:* **Announcing:** Application Now Available for the NSLP United States Department of Agriculture (USDA) 2014 Equipment Grant

The Wisconsin Department of Public Instruction School Nutrition Team is pleased to announce that funding is available for a 2014 Equipment Grant as part of funding allocations in the amount of \$25 million provided by the Fiscal Year (FY) 2014 Agriculture Appropriations Act. Wisconsin received \$498,174 for equipment assistance to eligible SFAs participating in the NSLP. Funds will be distributed through a discretionary grant process.

### **Eligibility**

Each applicant must meet the following criteria:

- Applicant agency must be a SFA, private school, or Residential Child Care Institution (RCCI) participating in the NSLP.
- Applicant agencies that have received equipment grant funding through the American Recovery and Reinvestment Act (ARRA) of 2009 and the FY 2010 Agricultural Appropriations Act may apply for equipment to be used in schools that did NOT receive funding through the previous grants.
- Priority will be given to *school buildings* in which at least 50 percent of the students are eligible for free or reduced-price meals.
- **School buildings with less than 40 percent students eligible for free or reduced-price meals are discouraged from applying.**

### **Equipment**

For the purposes of this grant, equipment is defined as an article of nonexpendable, tangible personal property with a useful life of more than one year and a **per unit acquisition cost equal to or greater than the value that your local school board has set for its capitalization threshold or \$5,000, whichever is lower**. Therefore, items like school lunch trays, knives, and utensils will not be approved as it is unlikely that these would fit your district's definition of pieces of capital equipment. Note that the pieces of equipment requested must primarily be used in your NSLP. However, they may also be used in the School Breakfast Program (SBP), Afterschool Snacks, Fresh Fruit and Vegetable Program and the Summer Food Service Program. If the equipment is used for other school or non school events, the grant award will be prorated based on the usage. Schools may purchase used equipment as long as the purchase meets the intent of the grant.

## **Funding**

Equipment may be requested for more than one school within the same district following these guidelines:

- A SFA may request two (2) pieces of equipment; however a SFA with over 40,000 students may request four (4) pieces of equipment.
- A centralized kitchen which services multiple schools may request equipment.
- A school may request to buy a piece of equipment in part with their own funding. If funding is available in your district, include this information in the narrative section of the application.
- Repair cost, including parts and labor, for capital equipment is allowed as part of this grant.
- SFAs will receive funds for equipment as a reimbursement through the use of the PI-1086 claim form accompanied by a copy of the paid invoice.

## **Key Areas of Focus**

In order to make the most effective use of the funding, we ask that you focus on one or more of these key areas. **Your narrative must address how your equipment purchase will enable you to meet one or more of these key areas:**

- Equipment that lends itself to improving the quality and nutritional content of school foodservice meals (e.g., purchasing an equipment alternative to a deep fryer).
- Equipment that assists in meeting Smarter Lunchroom goals (e.g., lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices).
- Equipment that enables Wisconsin schools to use locally grown fresh fruits and vegetables (e.g., additional refrigeration units, two-compartment produce washing sinks, serving line equipment/salad bars, mechanical potato peelers, mechanical vegetable slicer/choppers).
- Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers).
- Equipment that improves the overall energy efficiency of the school foodservice operations (e.g., purchase of an energy-efficient Energy Star rated walk-in freezer replacing an outdated, energy-demanding freezer).
- Equipment that allows schools 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).

## **Procurement**

Guidelines for this grant include:

- In purchasing the equipment with this grant, all federal, state, and local procurement laws must be followed.
- A formal bid process is not required unless the purchase is over \$150,000; however, you are required to have three bids for each piece of equipment.
- **Bids and specifications are required to be submitted with application. Applications will not be considered without specifications and bids.**
- **Obligations to purchase made prior to grant award are ineligible for funding.**

- **Generally, bids are only valid for a specified length of time; part of your specification should ask that bids be valid for six months.**
- **Grant recipients are expected to fully expend grant funds within three months of notification of the grant award.**

### **Application**

The grant applications and instructions are posted on our website at: [http://fns.dpi.wi.gov/fns\\_usdaeg](http://fns.dpi.wi.gov/fns_usdaeg).

Download the application to your personal computer, and print off the application directions. **Please read the application directions carefully as each situation is different and the directions will assist you in successfully applying for this grant.**

Fill out the application and signature form electronically, print a copy, and have it signed by the appropriate staff members. Once signed, submit the original and two (2) copies of the application, including copies of the specification and bids plus the original signature form to:

Wisconsin Department of Public Instruction  
ATTN: Kathryn Lederhause, RDN, CD  
School Nutrition Team  
P.O. Box 7841  
Madison, WI 53707-7841

**Applications must be postmarked/mailed by Friday, December 19, 2014.** Applications **postmarked/sent after** that date **MAY NOT** be considered for funding. Retain a copy of the application for your files.

Emailed applications with bids may be submitted electronically if electronic signatures are used or scanned copies of the signature page are included. Scanned copies of your bids should also be sent. All of these materials should be emailed to Kathryn at: [kathryn.lederhause@dpi.wi.gov](mailto:kathryn.lederhause@dpi.wi.gov).

### **Awards**

If selected to receive an equipment grant, a Notification of Grant award letter will be sent to your school/district near the beginning of May. Once notified, you will need to complete your procurement and expenditure activities by September 1, 2015. If you do not anticipate being able to purchase a piece of equipment within this timeframe, you may want to consider requesting funding for a different piece of equipment.

### **Evaluation Criteria**

Each application will be evaluated on the following criteria:

- Application is complete including specification and documentation of three (3) bids for each piece of equipment requested
- Percentage of students eligible for free or reduced price meals is 50 percent or greater
- Previous Equipment Assistance Grant awards—priority will be given to **sites that did not** receive funds from the 2009 ARRA grants or 2010 NSLP Equipment Assistance grants
- Costs appear reasonable
- Best product and value

- Equipment improves the nutritional quality of meals
- Equipment improves safety of food served
- Equipment improves overall energy efficiency
- Equipment supports expanded participation in NSLP and SBP
- Equipment enables use of fresh fruits and vegetables
- Equipment enhances the Smarter Lunchroom Program
- Excess net cash resources
- Geographic distribution throughout the state
- Average Daily Participation

### **Reporting Requirements**

These funds must be tracked and reported separately; they cannot be commingled with other program funds.

Grantees will be required to submit a project status report by September 15, 2015. The report should include:

- Types of equipment purchased
- Accomplishments and challenges in expenditure activities
- Impact on the school food service operation of purchased equipment
- Reason(s) for any unused funds
- Potential return of equipment

### **For More Information**

Please refer to our website at [http://fns.dpi.wi.gov/fns\\_usdaeg](http://fns.dpi.wi.gov/fns_usdaeg) for the most up-to-date information, including USDA guidance memos, state mailings and timelines, resources to assist you in deciding which pieces of equipment to purchase, and assistance in writing the equipment specifications.

Questions regarding this funding opportunity can be directed to: Kathryn Lederhause, RDN, CD, (608) 267-9174, [kathryn.lederhause@dpi.wi.gov](mailto:kathryn.lederhause@dpi.wi.gov).

**SFAs that are awarded and accept this grant award must comply with the following regulations:**

**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”  
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 in consideration 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)

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 beliefs, 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](#), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto: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.