DATE: September 5, 2019
TO: Food Service Directors/Business Managers
FROM: Susan Benning, Nutrition Programs Accountant
SUBJECT: Competitive Grant Application for USDA Equipment Assistance Grant

IMPORTANT INFORMATION – DEADLINE
Equipment Grant Application Due: October 31, 2019

The United States Department of Agriculture (USDA) has made funds (CFDA #10.579) available for equipment assistance to all school food authorities (SFAs) participating in the National School Lunch Program (NSLP). These competitive grants will be awarded for equipment purchases which will allow schools to serve healthier meals that meet the updated meal patterns. Emphasis is on serving more fruits and vegetables in school meals, to improve food safety, and expand meal access.

Preference will be given to high need schools (i.e., schools in underserved areas, schools with limited access to other resources, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced price meals. Additionally, preference will be given to SFAs that did not receive a previous NSLP Equipment Assistance Grant award.

Definition of Equipment
Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Per Super Circular item number §200.33 Equipment:

- §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 SFA for financial statement purposes, or $5,000.
- Additionally Congress has specified that the threshold for the purchase of equipment cannot be lower than $1,000.

As with all Federal grant funds, equipment procured using these grant funds must be necessary, reasonable, and allocable.

Funding Goals
In order to make the most effective use of the NSLP Equipment Assistance Grant funds, SFAs should focus this grant application on equipment that improves the quality of school meals. Additional focus areas may include:

- Equipment that improves the safety of food served in the school meal programs.
- Equipment that improves the overall energy efficiency of the school food service operations.
• Equipment used to improve or expand participation in the NSLP and/or School Breakfast Program.

Grants will be awarded to SFAs by individual school; therefore, a separate application must be received for each school. Please fill out the enclosed application if you are interested in receiving these funds. All awards are to be fully spent or obligated no later than September 30, 2020. The timeline for this application will be as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 05, 2019</td>
<td>Applications released to SFA’s</td>
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<tr>
<td><strong>October 31, 2019</strong></td>
<td>Applications due WDE</td>
</tr>
<tr>
<td>November 15, 2019</td>
<td>Grant awards announced</td>
</tr>
<tr>
<td>September 30, 2020</td>
<td>Award must be fully spent or obligated</td>
</tr>
<tr>
<td>October 10, 2020</td>
<td>Deadline for final submission of claim for reimbursement</td>
</tr>
</tbody>
</table>

**Use of Funds**

Grant awards will be for the purchase, acquisition, and/or disposition of granted equipment only. No part of the grant can be used for administrative expenses. **Schools must follow all federal, state and local procurement rules when purchasing equipment under this grant.**

**Supplant vs Supplement**

Federal funding may supplement funding but cannot supplant state or local funding. What does that mean? “Supplement” means to “add to” and “supplant” means to “replace”. Federal law prohibits grant recipients of federal funds from replacing state, local, or district funds with federal funds. Therefore, grant funding cannot be used for equipment that has already been paid for or purchased with district funding. The purchase of equipment with USDA equipment grant funds can occur only **after this grant has been awarded.**

**Reimbursement of Expenses**

SFAs will submit a claim for reimbursement for all equipment purchased no later than October 10, 2020. All funds must be obligated or spent by September 30, 2020.

**Selection Criteria for Grant Award**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Points</th>
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<tbody>
<tr>
<td>1. Percent of free or reduced enrolled students (50% or more)</td>
<td>50 pts.</td>
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<tr>
<td>2. No previous equipment grant award</td>
<td>20 pts.</td>
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<tr>
<td>3. Equipment purchase justification</td>
<td>12 pts.</td>
</tr>
<tr>
<td>4. Additional equipment purchase justification</td>
<td>15 pts.</td>
</tr>
<tr>
<td>5. Equipment purchase costs</td>
<td>9 pts.</td>
</tr>
</tbody>
</table>

Total Points Possible: 106 pts

**How to Apply**

Submit the enclosed application electronically to Susan Benning at susan.benning@wyo.gov by **October 31, 2019.**

**Grant Regulations**

Additionally, per the USDA National Office the WDE Child Nutrition section must include, as part of the Wyoming Equipment Grant, information on Government-wide regulations and statutory requirements for grants. Grant recipients must abide by these terms, as applicable, and therefore are to be made aware of them. Most of these items are standard to all grants and contracts paid with Federal funds, and are familiar (**See Attachment A**).

If you have any questions, please contact Susan Benning at 307-777-6280, email susan.benning@wyo.gov
Grant recipients chosen for an award must comply with the following regulations, principals, and assurances.

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 400: USDA Implementing regulations “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 “Nonprocurement Debarment and Suspension”
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 41 USC Section 22 “Interest of Member of Congress”
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55)
- “The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006”

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).
ASSURANCE OF CIVIL RIGHTS COMPLIANCE


☐ 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

☐ 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)

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, (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.
COMPETITIVE 2019 GRANT APPLICATION FOR EQUIPMENT ASSISTANCE
CFDA#10.579
One Application Per School-DUE OCTOBER 31, 2019

I. SCHOOL ELIGIBILITY INFORMATION (50 points)
Schools with 50% and higher free or reduced eligibility will receive preference.

<table>
<thead>
<tr>
<th>School Food Authority:</th>
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<tbody>
<tr>
<td>School Name:</td>
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<tr>
<td>Mailing Address:</td>
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<tr>
<td>City, State, Zip;</td>
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<td>Phone:</td>
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<td>Contact</td>
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<td>Contact e-mail:</td>
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<tr>
<td>Number of Enrolled Students:</td>
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<tr>
<td>% Free/Reduced Eligibility</td>
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<td>SFAs Capitalization Level*</td>
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*Level established by the SFA for defining equipment. Typically $5,000.00, however, it may be less. The capitalization level must be part of a written SFA policy. Remember: "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 SFA for financial statement purposes, or $5,000. An item not meeting the definition of equipment will NOT be considered for this grant. Additionally, Congress as specified that the threshold cannot be lower than $1,000 in regards to this grant.

II. Has SFA been previously awarded an NSLP Equipment Assistance Grant: (20 points)
☐ Yes ☐ No

III. Equipment Purchase Request and Justification (Grant Narrative 12 points):
Explain what equipment is to be purchased and why the equipment is needed. Factors for consideration should include and explanation for each of the following:

- To replace old, out of date equipment-Age of current food service equipment
- Opportunities to realize a meaningful impact on nutrition and quality of meals (e.g., serving more local foods, or replacing fryers with combination steamers-ovens)
- Strategies for adopting Smarter Lunchrooms (e.g. lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices, redesigning menus that target healthier entrees/options)
• The availability of existing State and local funding for equipment purchases (as a reminder, Major Maintenance funds can be used to replace or repair current food service equipment.)

IV. Additional Equipment Purchase Request and Justification (Grant Narrative 15 points):
Factors for consideration should include and explanation for each of the following:

• Equipment that improves the quality of school meals
• Equipment that improves the safety of food served in the school meal programs
• Equipment that improves the overall energy efficiency of the school food service operations
• Equipment used to improve or expand participation in the NSLP and/or School Breakfast Program

V. Equipment Purchase Costs (9 points):
Report all grant costs associated with equipment to be purchased. If these extra costs will be paid by the SFA using other funds, DO NOT LIST THOSE EXPENSES. List only the costs to be paid for with equipment grant funds in the box below.

Acquisition costs can include; delivery, installation, and labor.

<table>
<thead>
<tr>
<th>Equipment Name</th>
<th>Equipment Cost</th>
<th>Acquisition Costs</th>
<th>Disposal Costs</th>
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VI. Authorization

School Food Authority Authorization

(Name and Title) (Date)

This grant has limited funding and is a competitive grant. Therefore, all grants will be awarded based on a scoring rubric. WDE reserves the right to deny applications that are incomplete, received late, or otherwise not deemed eligible. Additionally, the awarded SFAs will notify WDE of all progress and challenges that may be experienced in the expenditure of grant funding.