



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

November 30, 2020

**MEMORANDUM**

**TO:** County and City Superintendents

**FROM:** Eric G. Mackey   
State Superintendent of Education

**RE:** National School Lunch Program (NSLP) Equipment Assistance Grants–Fiscal Year (FY) 2020

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has selected Alabama to receive grant funds to purchase equipment through the National School Lunch Program (NSLP) Equipment Assistance Grant-Fiscal Year (FY) 2020. The purpose of the grant is to assist School Food Authorities (SFAs) in purchasing equipment needed to meet the nutrition standards as required by the *Healthy Hunger Free Kids Act of 2010*. It is imperative that schools make timely application for the grant funds. All proposals must be submitted by Friday, January 29, 2021, no later than 12 Noon. The grant funds will be awarded to the school by the Alabama State Department of Education by March 24, 2021. Grant funds must be expended by June 30, 2022.

**Conditions for Applying for the Grant Funds**

The funding will be distributed via a competitive process that is fair and equitable. The attached application must be submitted by the school district **per school, per piece of equipment**. The request may include new equipment, renovation of equipment, or replacement of equipment. Selected schools must apply for the grant funds. There are four primary focus areas of need for the grant award. Application for the grant funds should incorporate one or more of the following focus areas:

- Equipment that lends itself to improving the quality of the school foodservice meals to meet the dietary guidelines (i.e., replacing fryers with combination steamers and ovens).
- Equipment that improves the safety of food served in the school meals programs.
- Equipment that improves the overall energy efficiency of the food service operations.
- Equipment that allows the local school to support expanded participation in the NSLP.

**Criteria for Award of the Grant Funds**

The first requirement for the awarding of the grant is that the individual school must have more than 50% free and reduced eligibility based on the March 2020 claim for reimbursement. Priority will be given to schools that did not receive a previous NSLP Equipment Assistance Grant. Schools must submit a proposal for one or more of the four focus areas listed under the “Conditions for Applying for Grant Funds” section. Consideration will be given to the number of students that would benefit, the fund balance of the **school** as of September 30, 2020, and the age and condition of the existing equipment.

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The funds must be expended for capitalized equipment having a useful life expectancy of more than one year and an initial acquisition cost of **\$1,000** or more. Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment as articles of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or **\$1,000**. Examples include using the grant funds to purchase a walk-in freezer for school food service. A salad bar may be an allowable cost. Building an extension to a cafeteria would be a capital expense that should be borne by the school district. The funds may **not** be used for the following:

- Renovations to buildings.
- Construction of facilities or building improvements.
- Equipment that has already been acquired.
- Tables.
- Vending machines.
- Salaries or administrative costs.
- Projects that will take an extended period to complete.

All state and federal procurement laws must be followed when purchasing equipment under these grants. No potential supplier or representative of a supplier that writes the specifications for the equipment or bid conditions may offer a bid on the equipment. Geographical preferences are specifically prohibited in the award of these funds. **Piggybacking off previous bid awards will not be allowed.** In addition, it is recommended that SFAs use the following best practices to assist in your efforts.

- School officials and local policymakers should work collaboratively with parents, teachers, students, and funders to identify and implement strategies for meeting equipment, infrastructure, and training needs.
- Nonprofit and for-profit organizations that have an interest in improving children's health, education, school infrastructure, and community wellness should provide assistance to schools in acquiring the necessary equipment.

### **Reporting Requirements**

The funds awarded under this grant must be clearly distinguishable from all other funds. The expenditures must be able to be tracked separately. Source codes have not yet been determined, and strict documentation of expenditures will need to be maintained for reimbursement and audit purposes.

Grant recipients must submit an activity report outlining the following:

- Type of equipment purchased.
- Accomplishments and challenges in expenditure activities.
- Impact on the school nutrition operation of purchased equipment.
- Potential return of equipment.
- The total amount and percentage of administrative costs expended as compared to the total amount allowable for administrative costs.

County and City Superintendents  
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If you are interested in applying for funds under the grant and have schools that meets the criteria listed above, complete and submit the application for each school on or before January 29, 2021, no later than 12 noon with the required original signatures of the school system superintendent and the child nutrition director. The application must be mailed or hand-delivered to the Child Nutrition Program (CNP) state office. Electronic applications will **not** be accepted.

If you have any questions, please contact Mrs. June Barrett Owen or Mrs. Julie Autrey with CNP at (334) 694-4656 or email your questions to [jbarrett@alsde.edu](mailto:jbarrett@alsde.edu) or [julie.autrey@alsde.edu](mailto:julie.autrey@alsde.edu).

EGM/JB/JR

Attachment

cc: County and City Chief School Financial Officers  
County and City Child Nutrition Program Directors  
Mrs. Lynn Shows, SDE Accounting

**FY21-3005**

**COMPETITIVE GRANT APPLICATION FOR  
NSLP EQUIPMENT ASSISTANCE GRANT – FISCAL YEAR 2020**

**Funded through the U.S. Department of Agriculture (USDA)  
for School Food Authorities participating in the  
National School Lunch Program (NSLP)**

**Application Submission Deadline: Friday, January 29, 2021  
No later than 12 Noon**

**All funds must be expended/obligated by June 30, 2022**



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**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](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](mailto:program.intake@usda.gov).

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**Information**

The FY 2020 National School Lunch Program (NSLP) Equipment Assistance Grant provides an appropriation to Alabama of \$522,054 for equipment assistance grants for schools participating in the NSLP. The Alabama State Department of Education Child Nutrition Program will competitively award subgrants to local educational agencies and schools to purchase equipment. The goals of this grant are to serve healthier meals, improve food safety, and to help support the establishment, maintenance, or expansion of the school meals participation. As stipulated in the grant instructions, priority will be given to school systems for schools in which at least 50 percent of the students are eligible for free or reduced-priced meals. System-wide percentages may not be used. Funds can only be used to purchase equipment identified on the application awarded.

**Eligibility**

School systems that participate in the NSLP are eligible to apply for the grant. An application for each individual school site is required.

**Funding & Reporting**

The funding will be distributed through a competitive process that is fair and equitable to School Food Authorities (SFAs), giving priority to high-need schools and schools that **did not** receive previous NSLP Equipment Assistance Grant funds for *American Recovery and Reinvestment Act of 2009* and Agriculture Appropriation Acts of FY 2010, 2013, 2014, 2015, 2016, 2017, 2018 and 2019. Quarterly Progress Activity Reports are required to contain:

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

**Equipment Definition**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment, installation costs. The definition of equipment for the purpose of NSLP Equipment Assistance Grants is “articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of **\$1,000** (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements).”<sup>1</sup> The Federal capitalization threshold of \$5,000 must have prior written approval of the State Agency. See 2CFR 200.439(b)(3). For the FY2020 Equipment Assistance Grants, Congress has specified that the threshold for the purchase of equipment has been lowered to \$1,000. As with all federal funds, the equipment purchase(s) must be reasonable, necessary, and allowable. Using these funds to purchase a walk-in freezer for school nutrition program use would be an allowable cost; however, renovation of the school nutrition area would fall under the category of construction costs that must be charged to the school system’s general fund. School systems are required to follow all federal, state, and local procurement laws and regulations.

**Focus of the Grants**

There are four areas of focus for equipment requests. The grant application must address at least one or more of these areas.

**Focus 1:** Equipment that improves the quality of school nutrition meals in ways that support dietary guidelines (e.g., purchasing an equipment alternative to a deep fryer).

**Focus 2:** Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers).

**Focus 3:** 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).

**Focus 4:** Equipment that supports expanded participation in the school meals program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

**Evaluation and Selection Criteria**

Applications will be evaluated against the criteria listed below. **Maximum Score - 110 points**

<b>Bonus Points</b>	<b>Score</b>
<p><b>Points for previously unawarded RAs:</b>                      If a Recipient Agency has not received a previous grant award through the American Recovery and Reinvestment Act (ARRA) Food Service Equipment Grant, the FY 2010, FY 2014, FY 2015, FY 2016, FY 2017, 2018 or the 2019 National School Lunch Program Equipment Assistance Grant for School Food Authorities, give score of 10 points. <b>(10 points)</b></p>	

\_\_\_\_\_ If application lists equipment that will be used for any program outside of CNP overall score becomes 0.

\_\_\_\_\_ If application lists equipment that will be used for other CN programs and not NSLP overall score becomes 0.

\_\_\_\_\_ If application lists equipment that will be used for other CN programs in addition to NSLP 10 points will be deducted from overall score.

<b>Evaluation Criteria</b>	<b>Points</b>
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<p><b>1. Free and Reduced-Priced Meals Eligibility (school level):</b></p> <ul style="list-style-type: none"> <li>a. 96-100% <span style="float: right;"><b>20 points</b></span></li> <li>b. 81-95% <span style="float: right;"><b>18 points</b></span></li> <li>c. 66-80% <span style="float: right;"><b>16 points</b></span></li> <li>d. 50-65% <span style="float: right;"><b>15 points</b></span></li> <li>e. 40-49% <span style="float: right;"><b>10 points</b></span></li> <li>f. Less than 40% <span style="float: right;"><b>0 points</b></span></li> </ul>	<b><u>MAX 20 points</u></b>
<p><b>2. Financial Status: Number of Months Operating Balance as of September 30, 2019:</b></p> <ul style="list-style-type: none"> <li>a. 0 or less (in the red) <span style="float: right;"><b>20 points</b></span></li> <li>b. 1-3 month <span style="float: right;"><b>10 points</b></span></li> <li>c. 4+ months <span style="float: right;"><b>Ineligible (i.e., corrective action is required over 3 months)</b></span></li> </ul>	<b><u>MAX 20 points</u></b>
<p><b>3. Budget and Budget Overview:</b>                      Detailed budget that is complete and reasonable for each piece of equipment requested. Include districts availability of existing state &amp; local funds to purchase equipment.</p> <ul style="list-style-type: none"> <li>a. Completed budget with all items detailed to include installation, utility connection, removal of old equipment, labor, plumbing, wiring <span style="float: right;"><b>18 points</b></span></li> <li>b. Budget figure, no detail <span style="float: right;"><b>5 points</b></span></li> <li>c. No budget <span style="float: right;"><b>0 points</b></span></li> </ul>	<b><u>MAX 18 Points</u></b>
<p><b>4. Procurement:</b>                      Detailed description of how the school plans to purchase the requested equipment and spend all funds prior to the June 30, 2022, deadline.  <b>Timeline to include a date for each of the following processes</b></p> <ul style="list-style-type: none"> <li>_____ Specification – Equipment type listed. <span style="float: right;">3 points</span></li> <li>(If name brand requested, specs should include language “or pre-approved equal”)</li> <li>_____ RFP / Formal Bid Process <span style="float: right;">3 points</span></li> <li>_____ Award of Bid <span style="float: right;">3 points</span></li> <li>_____ Order equipment <span style="float: right;">3 points</span></li> <li>_____ Equipment Installation <span style="float: right;">3 points</span></li> <li>_____ Completion <span style="float: right;">3 points</span></li> </ul> <p>_____ <b>TOTAL: Procurement</b></p>	<p><b><u>MAX 18 Points</u></b>  <b>3 points per Procurement process</b></p> <p>_____ <b>TOTAL</b></p>
<p><b>5. Justification:</b>                      Detailed description of how the requested equipment meets the focus area(s) identified and why the school and school system would be a worthy candidate for the NSLP equipment funding.                      To include:</p> <ul style="list-style-type: none"> <li>Age of Food Service Equipment being replaced                             <ul style="list-style-type: none"> <li>_____ 10 years or less <span style="float: right;"><b>4 points</b></span></li> <li>_____ 20 years or more <span style="float: right;"><b>6 points</b></span></li> </ul> </li> <li>_____ Specific Need for appropriate equipment <span style="float: right;"><b>4 points</b></span></li> <li>Strategies for “Smarter Lunchrooms”                             <ul style="list-style-type: none"> <li>_____ Changes for more appeal to the students <span style="float: right;"><b>2 points</b></span></li> <li>_____ Adds convenience for students <span style="float: right;"><b>2 points</b></span></li> </ul> </li> <li>Opportunities to provide healthier choices or better quality                             <ul style="list-style-type: none"> <li>_____ How will the equipment improve the quality of the school meals? <span style="float: right;"><b>2 points</b></span></li> <li>_____ How will the equipment expand school breakfast participation? <span style="float: right;"><b>2 points</b></span></li> <li>_____ How will the equipment improve energy efficiency and safety of food served? <span style="float: right;"><b>2 points</b></span></li> </ul> </li> </ul>	<b><u>MAX 24 points</u></b>

**How to Apply**

Grant applications must be postmarked, or hand-delivered by Friday, January 29, 2021, no later than 12 Noon.

Applications must be submitted by the school system for each school that is requesting to be considered. Complete the cover page and each section of the application and then submit the application packet with original signatures to:

Mrs. June Barrett Owen, Program Coordinator  
Alabama State Department of Education  
5301 Gordon Persons Building  
P.O. Box 302101  
50 North Ripley Street  
Montgomery, AL 36130-2101

The application consists of the following and **must be mailed or hand-delivered—it cannot be sent electronically**:

1. **Cover page** with required **original signatures** of the school system superintendent and the child nutrition director.
2. **Section 1** consists of system-level questions and system budget summary. This section provides information about the system and summarizes the overall funding request. It also poses questions about the procurement processes and the system's ability to expend or obligate the funds by the June 30, 2022, deadline. For school systems that have numerous sites, the budget summary table may be duplicated, additional rows can be added, or additional copies of the pages can be made to include all sites for which they have applied.
3. **Section 2** is the school site application. One site application must be completed for each piece of equipment for which funds are being requested. This form requires:
  - a. Identification of the focus area or areas for the equipment requested.
  - b. Detailed budget and cost information for each item of equipment requested. **Equipment must be more than \$1,000.**
  - c. Detailed description of how the requested equipment meets the focus. More than one focus area may be selected. However, the narrative must address each piece of equipment and how it supports the particular focus area(s) selected.
4. Failure to complete the application in its entirety and per instructions, may disqualify your application.

**Resources and Assistance**

- 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 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 200: Subpart E, "**Cost Principles**"
- 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 "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 15: "Nondiscrimination"
- 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)
- "The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006"
- 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)

The *Equipment Purchasing and Facility Design for School Nutrition Programs* (National Food Service Management Institute NFSMI 2009) provides information on purchasing equipment for school nutrition programs. This resource is available on NFSMI's Website at <http://nfsmi.org/documentLibraryFiles/PDF/20090312115009.pdf>.

The Alabama Child Nutrition Programs (CNP) specialists may provide additional assistance if needed.

**Property Standards**

1. **Insurance Coverage** (2 CFR 200.310): The Recipient must provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds.
2. **Intangible Property** (2 CFR 200.315):
  - a. The Recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under the award. The Agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use these materials for federal purposes and to authorize others to do so.
  - b. "Federal purposes" include the use of award products in activities or programs undertaken by the Federal Government, in response to a governmental request, or as otherwise required by federal law. However, the federal government's use of copyrighted materials is not intended to interfere with or disadvantage the recipient or assignee in the sale and distribution of the award product."
  - c. The Agency may request copies of an award product for non-profit use. These copies will be provided at the cost of reproduction and shipping, and no royalties or other fees will be charged.
    - i. The Agency has the right to:
      1. Obtain, reproduce, publish, or otherwise use the data first produced under an award; and
      2. Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
      3. In addition, in response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under an award that were used by the Federal Government in developing an agency action that has the force and effect of law, the Agency shall request, and the recipient shall provide within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the FNS obtains the research data solely in response to a FOIA request, the Agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the agency, the recipient, and applicable sub-recipients. This fee is in addition to any fees the agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).
  - d. Title to intangible property acquired under an award or sub-award vests upon acquisition in the Recipient. The Recipient shall use that property for the originally authorized purpose and shall not encumber the property without Agency approval. The Agency reserves the right to determine the disposition of the intangible property when it is no longer needed for the originally authorized purpose.
3. **Federally owned and exempt property** (2 CFR 200.312): Title to federally owned property remains vested in the Federal entity. The grantee must submit annually an inventory listing of federally owned property to the Agency. Upon completion of the project, or when the property is no longer needed, the recipient must contact the Agency for disposition instructions.
4. **Equipment** (2 CFR 200.313): Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of **\$1,000** or more per unit. The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved beforehand by the Agency and there is documentation to support that the purchase is necessary and reasonable to carry out project activities.



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 Recipient will share the results of this inventory. A Tangible Personal Property Report, SF-428, must be submitted at award close-out to report the status of the equipment, if requested.

The Recipient will follow the Agency's equipment disposition guidance and procedures. Disposition procedures will be provided by the Agency.

In expending funds for equipment and products, all Recipients and sub-recipients will comply with the Buy American Act, 41 U.S.C. 10a-c.

**Sub-recipient compliance:** The Recipient will ensure that sub-recipients are in compliance with applicable Federal administrative requirements and cost principles. No funds shall be provided to an eligible collaborator or contractor before such an agreement is signed by all parties.

### Procurement Standards

The recipient will adhere to all procurement standards, included those listed below, if applicable, as found in 2 CFR 200.318 through 2 CFR 200.326

- 1. General procurement standards (2 CFR 200.318):** The Non-Federal entity must use its own documented procurement procedures, which reflect applicable State and local laws and regulations provided that procurements conform to applicable Federal law and the standards identified in this section. The Recipient must maintain oversight over contractors to ensure performance in accordance with the terms, conditions and specifications of their contracts or purchase orders, including written performance standards of its employees engaged in the selection, award, and administration of contracts. The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In accordance with 2 CFR 200.318(j), the non-Federal entity may only use time and material type contracts after a determination that no other contract is suitable and if the contract includes a ceiling that the contractor exceeds at its own risk.
- 2. Competition (2 CFR 200.319):** All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR 200.319.

### 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

*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)

<sup>1</sup> Reference: USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87

## APPLICATION CHECKLIST

**SUBMISSION DEADLINE 12 NOON, FRIDAY, JANUARY 29, 2021**

Before sending the application to the ALSDE, CNP, please check to ensure that the following items are included and that the document is postmarked or delivered per instructions.

Please check (√)

- Application cover page with the original signature(s)  
The packet must be postmarked by or delivered to the ALSDE, CNP no later than 12 Noon on Friday, January 29, 2021. Make certain sufficient postage has been paid.
  
- Section 1: District Questions and Budget Summary with all Schools Listed pages 10 & 11
  
- Section 2: Site Applications. One Application for Each Site to Be Considered for the Grant pages 12-14

All requirements are included.

\_\_\_\_\_  
CNP Director Signature

\_\_\_\_\_  
Date

**APPLICATION**  
**To be Completed by School System**  
**COVER PAGE**

District Name: _____	District Agreement Number: _____
School Name: _____	School Cost Center Number: _____
Contact Name: _____	
Contact Phone Number: _____	
CNP Director's Email: _____	

**APPLICANT AUTHORIZATION AND CERTIFICATION**

The applicant designated above hereby applies for a NSLP Equipment Assistance Grant. The purpose of this grant is to improve the infrastructure of the school nutrition programs. The school system agrees to comply with all provisions thereof and with any instructions or procedures issued in connection with accepting federal funds in accordance with the applicable regulations. The applicant assures that the NSLP Equipment Assistance Grant will be administered and implemented in compliance with all applicable statutes, regulations, policies, and program plans. The applicant will ensure that funds are expended or obligated prior to June 30, 2022, and in accordance with the school system's approved application.

The undersigned agents certify that the information contained in this application is correct and complete. **One hard copy of this Cover Sheet with original signatures of the superintendent and the child nutrition director/contact person and the completed application must be submitted no later than 12 Noon on Friday, January 29, 2021.** A school site application must be submitted for each school the system wishes to include in this grant. If successful in competing for this grant, the award will be given to the school system with school cost center designation for the sites included in the application. Grants will only be awarded to a school system requesting **\$1,000** or greater per equipment. Equipment must be completely installed, and payment made on or before June 30, 2022. I certify that all USDA-required reporting will be completed and maintained on file. I certify that no bids will be piggybacked off another bid for this equipment. **I certify that equipment specifications were NOT developed or written by an employee, or owner of a food service equipment dealer or manufacturer representative.**

\_\_\_\_\_  
 Typed Name of Superintendent

\_\_\_\_\_  
 Typed Name of Child Nutrition Director

\_\_\_\_\_  
 Signature of Superintendent

\_\_\_\_\_  
 Signature of Child Nutrition Director

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Date:

**SECTION 1**  
**SCHOOL SYSTEM LEVEL QUESTIONS AND BUDGET SUMMARY**

Total amount of grant funds requested for all schools in the system. \$ \_\_\_\_\_

(Note: This is the total cost of all sites listed below in the summary chart. **If additional space is needed, make copies of the page.**)

List all schools and each piece of equipment on the System Budget Summary for all sites (make additional copies of this table as needed).

<b>SYSTEM BUDGET SUMMARY</b>		
<b>TOTAL AMOUNT REQUESTED</b>		
(This amount is equal to the sum of total costs from each site application).		
	<b><u>SCHOOL SITE</u></b>	<b><u>TOTAL COSTS</u></b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
<b>Grand TOTAL COSTS for School System</b>		

