WRITING A SUCCESSFUL EQUIPMENT GRANT

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Education Specialist
ALSDE CNP School Programs
AGENDA

1. Project Timeline
2. Basics for Grant Writing
3. Procurement Timeline
4. How to apply
5. Submitting the application
**PROJECT TIMELINE** – Set calendar dates for each stage of grant.

**STAGE 01**
READ application thoroughly.

**STAGE 02**
Set Goals & Objectives
Determine which Schools need new equipment
Focus Area(s)
Justification

**STAGE 03**
Determine equipment needed
Procurement
Timeline
Budget

**STAGE 04**
SUBMIT GRANT:
DUE by NOVEMBER 1, 2021
Note method of submission:
email to cnpnslp@alsde.edu
BASICS FOR GRANT WRITING:

Read and understand the purpose of the grant.
Analyze and Assess your need for the grant.
Determine areas of focus, potential impact and justification.
BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant
BASICS FOR GRANT WRITING
Read and Understand the Purpose of the Grant

Page 2

- INFORMATION
- ELIGIBILITY
- FUNDING & REPORTING
- DEFINITION OF EQUIPMENT
- FOCUS OF THE GRANT
BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

Page 3

Evaluation and Selection Procedure

Schools who have not previously received a grant score 10 bonus points.
BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

GOVERNMENT WIDE REGULATIONS FOR GRANT RECIPIENTS

GUIDANCE FOR COST PRINCIPLES

USDA REGULATIONS
10) 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 C.F.R. 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. 1081 et seq) and USDA regulations at 7 C.F.R. 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. 6204 et seq) The Grantee assures that it will immediately take any measures necessary to effectively 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 and 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, 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 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 apply 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: https://www.ascr.usda.gov/humanservices/USDA-OAS/CPDF/Complaint-Form-AD-3027-001-1081-11-28-17onexl.wpd, 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
(3) email: program.intake@usda.gov

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11) PROPERTY STANDARDS

- INSURANCE COVERAGE: The Recipient must provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds.

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BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

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CIVIL RIGHTS COMPLIANCE WITH GRANTS

NONDISCRIMINATION STATEMENT
BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

PAGE 6

INTANGIBLE PROPERTY

FEDERALLY OWNED AND EXEMPT PROPERTY

RECORD RETENTION
12) PROCUREMENT STANDARDS

- The recipient shall adhere to all procurement standards, including those listed below, if applicable, as found in 2 CFR 200.318 through 2 CFR 200.326. When procuring property and services under a Federal award, a State must follow the same policies and procedures used for procurements from its non-Federal funds. State recipients shall comply with 2 CFR 200.322.

- General Procurement Standards: 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(i), 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.

- Competition: All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR 200.319.

- Suspension/Debarment: The Recipient agrees to ensure that all sub-recipients are neither excluded nor disqualified under the Suspension and Debarment rules found at 2 CFR Parts 180 and 417 by doing any one of the following:
  - Checking the System for Awards Management (SAM) to determine if the applicant or Recipient has been debarred or suspended. This information can be found at www.sam.gov.
  - Collecting a certification that the entity is neither excluded nor disqualified. Because a federal certification form is no longer available, the Recipient or sub-Recipient electing this must devise its own.
  - Including a clause to this effect in the sub-recipient agreement and in any procurement contract expected to equal or exceed $75,000, awarded by the Recipient or a sub-recipient within any agreements.

- Nondiscrimination:
  - The Recipient shall comply with the nondiscrimination statues and regulations, other related regulations, and any USDA nondiscrimination directives.

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BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

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PROCUREMENT STANDARDS
BASICS FOR GRANT WRITING

Is there a need for the grant?
BASICS FOR GRANT WRITING

Determine:
Focus Area(s)
Potential Impact
and
Justification
FOCUS 1: Age of food service equipment or lack of appropriate items to expand non-traditional meal service models.

FOCUS 2: Lack of existing State and local funding for equipment purchases to improve energy efficiency in the cafeteria.

FOCUS 3: Equipment that better utilizes cafeteria space and offers strategies for adopting lunchroom changes that provide more convenience and appeal to the students.

FOCUS 4: Equipment that will provide opportunities to achieve significant impacts on nutrition and quality of meals, including serving more fruits and vegetables with an emphasis on increasing access to locally grown Farm to School products.
PROCUREMENT TIMELINE

DETERMINE SPECIFICATIONS:
- Micro Purchase, Small Purchase, Request for Proposal, Invitation for Bid
- SUBMIT FIXED ASSET EQUIPMENT PURCHASE REQUEST FORM (If applicable)
- AWARD VENDOR
- ORDER EQUIPMENT
- INSTALL EQUIPMENT
- PAY INVOICE
- SUBMIT REIMBURSEMENT FORM TO ALSDE
  - by June 30, 2022
EQUIPMENT SPECIFICATIONS

EXAMPLE for grant application – type of equipment is required – **DOUBLE STACK CONVECTION OVEN**

Suggestions for your written specifications:

- If you have preferred equipment, include *(Or approved equal)* on the specifications.
- Determine if you need Propane or Natural Gas. The amount of energy needed (i.e., 45,000 BTUs)
- Dimensions – make sure it will fit in the door.
- Electrical voltage - make sure wiring is up to date and building can handle additional voltage.

Best Practice: Schedule a pre-bid conference and invite vendors via email, and website or public notice to attend, invite maintenance dept. and electricians if necessary.
SELECT PURCHASE PROCEDURES

Alabama State Department of Education
Child Nutrition Programs Procurement Quick Reference Guide
Updated June 5, 2020

Full and Open Competition:
- The most important principle of procurement ensures equal opportunity for vendors to compete
- This results in as many bids as possible of the highest quality goods and services at the lowest prices

Regulations:
- Federal and State regulations apply to CNP Programs when using Federal funds
- Refer to the most restrictive regulation since less restrictive laws never apply to Federal funds
- Federally awarded contracts must contain all required Federal provisions
- Forecasting, detailed specifications and documentation

Aggregate Purchasing Thresholds:
- This is the combined total purchase amount that determines which method of procurement is required
- Unlawfully splitting a bid or invoice to stay under an aggregate purchasing threshold is unlawful

Micro Purchases:
- Informal and non-competitive
- Threshold is under $10,000 Federal or any stricter local regulation
- Distribute these equitably among various sources

Informal Small Purchases:
- Requires at least three current written quotes as an adequate number of sources
- Thresholds are under $15,000 in Alabama and under $250,000 Federal
- The Alabama Farm-to-School Procurement Act matches the state threshold to the Federal limit for purchasing Unprocessed Agricultural Products

Formal Sealed Bid Purchases:
- Require extensive solicitation, a publicly advertised IFB/RFP, sealed bid evaluation, award to the most responsive and responsible bidder, and contract management
- Thresholds are over $15,000 in Alabama and over $250,000 Federal
- 1-Year contract(s) renewable up to 4 years with 60-day termination clause terms

 Sole Source:
- In Alabama, sole source is when no other goods/service can meet the required purpose
  (1) Contracts may be awarded without the delay of public advertisement in declared cases of emergency due to public health, safety or convenience
- Federal noncompetitive proposals must meet one of the following circumstances:
  (2) The item is available only from a single source
  (3) The public emergency will not permit a delay resulting from competitive solicitation
  (4) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity
  (5) After solicitation of a number of sources, competition is determined inadequate

Purchasing Cooperatives:
- Both Alabama and Federal laws recognize in-state Purchasing Coop’s, which are large body of SFA’s purchasing for themselves and are non-profit organizations
- Group Buying Organization’s may be used as sources for competition, but their bids are not exempt from Alabama and Federal laws when procurement uses Federal funds
IS EQUIPMENT PRE-APPROVED?

OR

IS FIXED ASSET EQUIPMENT PURCHASE REQUEST NEEDED?
PROCUREMENT
TIMELINE Continued

- Award Vendor
- Order Equipment
- Install Equipment
- Pay Invoice
- Submit Reimbursement form to ALSDE
  - Deadline is June 30, 2022
Grant application packet must be submitted by November 1, 2021

Applications must be submitted by the SFA for each site that is requesting to be considered. Complete the Cover Page, Section 1 and Section 2 for each site and each piece of equipment, and submit the application packet with electronic signatures to:

ANGELICE LOWE,
ALSDE CHILD NUTRITION PROGRAM DIRECTOR
CNPNLUP@ALSDE.EDU

The application packet consists of the following:

Cover page with required electronic signatures of the LEA superintendent and the Child Nutrition Program director.

SECTION 1 consists of system-level questions and SFA 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 schools 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.

SECTION 2 consists of SCHOOLSite APPLICATION.
- One school site application must be completed for each piece of equipment for which funds are being requested.
- This form requires:
  - Identification of the focus area or areas for the equipment requested.
  - Detailed budget and cost information for each piece of equipment requested.
  - Equipment cost must be at least $1,000.
  - 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.
  - Failure to complete the application in its entirety and per instructions, may disqualify your application.
FILLING OUT THE APPLICATION

- Save the file on your desktop
- To open it right click the file name and scroll down to open it with Adobe Acrobat Reader DC
- Click on Fill and Sign
- Insert electronic signature if you have it saved on file or insert an image of the signature.
- Hover over each field to input information.
COVER PAGE

COMPLETE, CERTIFY AND SIGN
SECTION 1
SFA BUDGET SUMMARY

COMPLETE SECTION 1 FOR EACH PIECE OF EQUIPMENT REQUESTED
### SECTION 2
**SCHOOL SITE APPLICATION**

- **COMPLETE SECTION 2 FOR EACH PIECE OF EQUIPMENT REQUESTED**
- **INCLUDE UNIT COST FOR EACH SECTION**
  - N/A IF NO COST ASSOCIATED
- **PAGE 2 IS FOCUS AND JUSTIFICATION**
- **F/R % FOR OCTOBER 1, 2021 OR MARCH 1, 2020** (note which month on application)

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**SECTION 2 SCHOOL SITE APPLICATION**

Complete separate application for each piece of equipment requested. **COPY THIS FORM TO USE FOR EACH PIECE OF EQUIPMENT.**

<table>
<thead>
<tr>
<th>EQUIPMENT NAME</th>
<th>PURPOSE FOR EQUIPMENT:</th>
<th>UNIT COST</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>NEW</strong> □ <strong>RENOVATION</strong> □ <strong>REPLACEMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUDGET OVERVIEW:** (15 POINTS)

<table>
<thead>
<tr>
<th>F/R %</th>
<th>OCTOBER 1, 2021</th>
<th>MARCH 1, 2020</th>
</tr>
</thead>
</table>

**TOTAL COST**

**PROCUREMENT TIMELINE:** (25 POINTS) Provide a detailed description of how SRA plans to purchase the requested equipment and expend all funds prior to the June 30, 2022, deadline. INCLUDE TIMELINE (WITH DATES) FOR EACH PROCUREMENT PROCESS INCLUDED IN INSTRUCTIONS.
FOCUS AND JUSTIFICATION

THIS IS YOUR TIME TO SHINE

EXPLAIN HOW EQUIPMENT WILL MEET THE SELECTED FOCUS AREA(S)
### FOCUS AND JUSTIFICATION

<table>
<thead>
<tr>
<th>Focus</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Explain how equipment will meet the selected focus area(s):</td>
</tr>
<tr>
<td>2</td>
<td>Focus 2: How will equipment improve safety and energy efficiency in the cafeteria?</td>
</tr>
<tr>
<td>3</td>
<td>Focus 3: How will equipment better utilize space and offer strategies for accommodating changes that provide more convenience and appeal to the students?</td>
</tr>
<tr>
<td>4</td>
<td>Focus 4: How will equipment provide opportunities to impact nutrition and the quality of meals including serving more fruits and vegetables and increasing access to farm to school products?</td>
</tr>
<tr>
<td></td>
<td>Why is this school a worthy candidate for receiving grant funds?</td>
</tr>
<tr>
<td></td>
<td>How will this equipment expand participation in breakfast and lunch?</td>
</tr>
<tr>
<td></td>
<td>What is your record retention policy for CNP?</td>
</tr>
</tbody>
</table>
Submitting the Grant

- Check to make sure all information is included, edited and signed.
- Save and secure document as pdf
- Track your email - Request a Read and a Delivery Receipt
- Submit application packet ON TIME.
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.

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(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.

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