

WRITING A SUCCESSFUL EQUIPMENT GRANT



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ALSDE CNP School
Programs

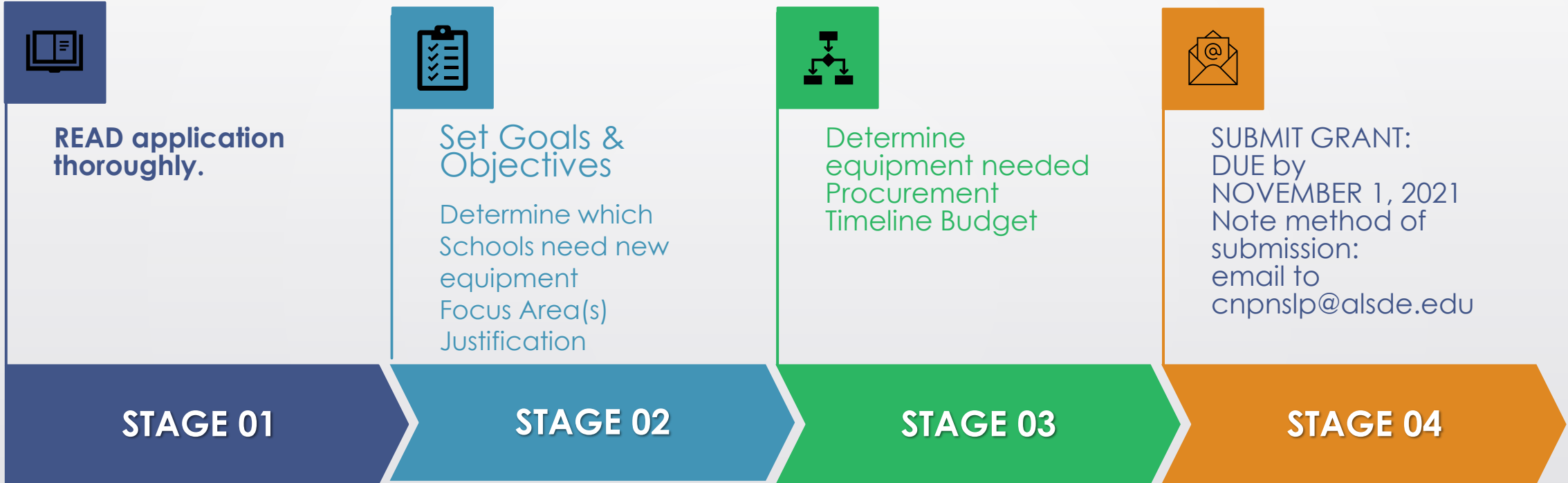
Fall Directors' Conference

October 20-22, 2021

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.



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

Page 1



Alabama State Department of Education Child Nutrition Program



COMPETITIVE GRANT APPLICATION FOR

NSLP EQUIPMENT ASSISTANCE GRANT – FISCAL YEAR 2021

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

DEADLINE: NOVEMBER 1, 2021

Applications received after the deadline will be invalid.

Estimated date of award is December 30, 2021.

Open form in Adobe Acrobat Reader DC

CONTENTS OF GRANT APPLICATION PACKET

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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.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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.

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BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

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

1) INFORMATION:

On June 2, 2021, the Consolidated Appropriations Act, 2021 authorized by the U.S. Department of Agriculture (USDA) Food and Nutrition Service to allocate Alabama \$527,787.00 to competitively award Equipment Assistance Grants to eligible School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP). The Alabama State Department of Education Child Nutrition Program will competitively award subgrants to SFAs to help schools serve healthier meals, improve food safety, and to help support the establishment, maintenance, or expansion of the school meals program.

By acceptance of this award the Recipient agrees to comply with the terms and conditions of the award. USDA Policy Memoranda SP-13-2021 provides additional information about the grant. The grantee (and any food service management company subcontracted by and acting on behalf of the grantee shall comply with all federal, state, and local procurement laws when purchasing equipment under the NSLP Equipment Assistance Grant program, as well as all federal, state, and local rules, regulations, or laws pertaining to the food service program.

2) ELIGIBILITY:

Local education agencies (public and private schools, charter schools, and residential childcare institutions) that currently participate in the NSLP are eligible to apply for the grant. Awards are determined based on an application for each individual school site. As stipulated in the grant instructions, priority will be given to schools in which at least 50 percent of the students are eligible for free or reduced-price school meals. (System-wide percentages may not be used.)

3) FUNDING & REPORTING:

The grant will be distributed through a competitive process that is fair and equitable to SFAs, giving priority to high-need schools and schools that **have not received** previous NSLP Equipment Assistance Grant funds or *American Recovery and Reinvestment Act of 2009* and Agriculture Appropriation Acts of FY 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019 and 2020.

Three progress reports are required by the recipients of grant funds. ALSDE will email a questionnaire in April, July and September. Reports are due to ALSDE no later than 10 days after release of the questionnaire.

Payments will be made on a reimbursement basis. A grantee must submit its Claim for Reimbursement spreadsheet along with copies of invoices in a manner prescribed by and on forms provided by the Alabama State Department of Education no later than **June 30, 2022**. All funds must be expended by this date. Unexpended funds of the approved grant will be utilized by the Agency for further award to eligible applicants.

4) DEFINITION OF EQUIPMENT:

Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. For this funding year, Congress has approved a lower threshold of \$1,000 for the purchase of equipment. Requested equipment must have a useful life of more than one year and a per-unit acquisition of at least \$1,000. Equipment requests may include new or renovated equipment with a purchase cost of at least \$1,000 including installation, delivery, disposal of old equipment and utility cost.

5) FOCUS OF THE GRANT:

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

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.

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

6) EVALUATION AND SELECTION CRITERIA:

Applications will be evaluated and scored based on the criteria listed below:

MAXIMUM SCORE = 110 POINTS

AUTOMATIC DISQUALIFICATION OF APPLICATION		
If applicant has a 4+ months operating balance.		
If application lists equipment that will be used for any program outside of CNP.		
Failure to follow Federal, State, or Local procurement regulations		
Failure to complete the application in its entirety and per instructions.		
BONUS POINTS FOR DISTRICTS WHO HAVE NOT PREVIOUSLY BEEN AWARDED A GRANT		SCORE 10 pts
Recipient Agency that has not received a previous grant award through the American Recovery and Reinvestment Act (ARRA) or National School Lunch Program Equipment Assistance Grant for School Food Authorities, will receive 10 bonus points. (10 points)		
FREE AND REDUCED PRICE SCHOOL MEALS ELIGIBILITY		MAXIMUM SCORE 20 pts
90 – 100%	20 POINTS	
80 - 89%	18 POINTS	
70 – 79%	16 POINTS	
60 – 69%	15 POINTS	
50 – 59%	10 POINTS	
BELOW 50%	0 POINTS	
FINANCIAL STATUS: NUMBER OF MONTHS OPERATING BALANCE AS OF SEPTEMBER 30, 2020 (SEE FINANCIAL PROFILE)		MAXIMUM SCORE 20 pts
0 OR LESS	20 POINTS	
1-3 MONTHS	10 POINTS	
4+ MONTHS	DISQUALIFIED	
BUDGET:		MAXIMUM SCORE 10 pts
COMPLETED WITH DETAILED COST OR N/A: INSTALLATION, UTILITY CONNECTION, REMOVAL COST, LABOR, PLUMBING, WIRING	10 POINTS	
BUDGET FIGURE, NO DETAILS	5 POINTS	
NO BUDGET INDICATED	0 POINTS	
AGE OF EQUIPMENT BEING REPLACED/NEW EQUIPMENT		MAXIMUM SCORE 5 PTS
NEW EQUIPMENT	2 POINTS	
10 YEARS OR LESS	2 POINTS	
11 – 19 YEARS	4 POINTS	
20 + YEARS	5 POINTS	
JUSTIFICATION CONTINUED		MAXIMUM SCORE 25 pts
WHY ARE GRANT FUNDS NEEDED TO PURCHASE EQUIPMENT	5 POINTS	
HOW WILL EQUIPMENT PROVIDE MORE CONVENIENCE/APPEAL TO THE STUDENT	20 POINTS	
HOW WILL EQUIPMENT IMPROVE NUTRITION AND QUALITY OF MEALS		
HOW WILL EQUIPMENT EXPAND THE SCHOOL MEALS PARTICIPATION		
OTHER JUSTIFICATION		
PROCUREMENT:		MAXIMUM SCORE 20 pts
Detailed description of how SFA plans to purchase the requested equipment and spend all funds prior to the June 30, 2022, deadline. INCLUDE TIMELINE WITH DATES FOR EACH PROCUREMENT PROCESS LISTED BELOW.		
DETERMINE SPECIFICATIONS	3 POINTS	
SELECT PURCHASE PROCEDURE: Micro Purchase, Small Purchase, Request for Proposal, Invitation for Bid	3 POINTS	
SUBMIT FIXED ASSET EQUIPMENT PURCHASE REQUEST FORM (If applicable)	2 POINTS (points deducted only if form is applicable and not included)	
AWARD VENDOR	2 POINTS	
ORDER EQUIPMENT	2 POINTS	
INSTALL EQUIPMENT	2 POINTS	
PAY INVOICE	2 POINTS	
SUBMIT REIMBURSEMENT FORM TO ALSDE	2 POINTS	

7) GOVERNMENT WIDE REGULATIONS:

Grant recipients chosen for an award must comply with the following regulations, principles, and assurances.

- 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 Requirement, Cost Principles, and Audit Requirements for Federal Awards"
- 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)"
- 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 (Public Law 112-55)
- The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006"
- In accordance with Section 5 of the Executive Order on Combating Race and Sex Stereotyping (Issued on September 22, 2020), the Recipient, as a condition of receiving a grant, shall certify that it will not use Federal funds to promote the concepts that (a) one race or sex is inherently superior to another race or sex; (b) an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously; (c) an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex; (d) members of one race or sex cannot and should not attempt to treat others without respect to race or sex; (e) an individual's moral character is necessarily determined by his or her race or sex; (f) an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex; (g) any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or (h) meritocracy or traits such as a hard work ethic are racist or sexist, or were

8) COST PRINCIPLES

- 2 CFR, PART 200: Subpart E, Cost Principles

9) 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)



BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

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GOVERNMENT WIDE REGULATIONS FOR GRANT RECIPIENTS

GUIDANCE FOR COST PRINCIPLES

USDA REGULATIONS

10) 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 Benefitting 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 Benefitting 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 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, 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: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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.

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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.



BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

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CIVIL RIGHTS COMPLIANCE WITH GRANTS

NONDISCRIMINATION STATEMENT

- **INTANGIBLE PROPERTY:**

- 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. "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." The Agency may request copies of an award product for not-for-profit use. These copies will be provided at the cost of reproduction and shipping, and no royalties or other fees will be charged.
- b. 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.
- c. 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 Agency 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.

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

- **RECORD RETENTION:**

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** must be submitted at award close-out to report the status of the equipment, if requested. The Recipient shall cooperate with any evaluation of the program by providing the Agency requested data and access to records. The Recipient shall cooperate with any, as needed, on-site financial and/or technical reviews and audits at any time during the term of the agreement. In addition, the Recipient shall make all records pertaining to activities under the grant available for audit purposes



BASICS FOR GRANT WRITING

Read and Understand the Purpose of the Grant

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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(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.
- **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 \$25,000, 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.**



BASICS FOR GRANT WRITING

Read and Understand the Purpose
of the Grant

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PROCUREMENT STANDARDS

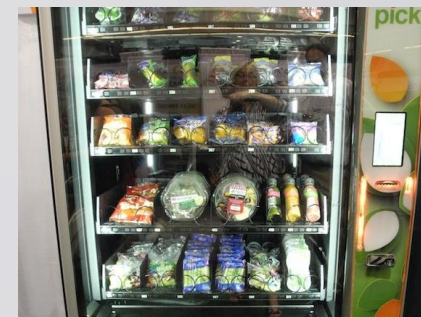


BASICS FOR GRANT WRITING

Is there a need for the grant?

BASICS FOR GRANT WRITING

Determine:
Focus Area(s)
Potential Impact
and
Justification





4 FOCUS AREAS OF THE GRANT

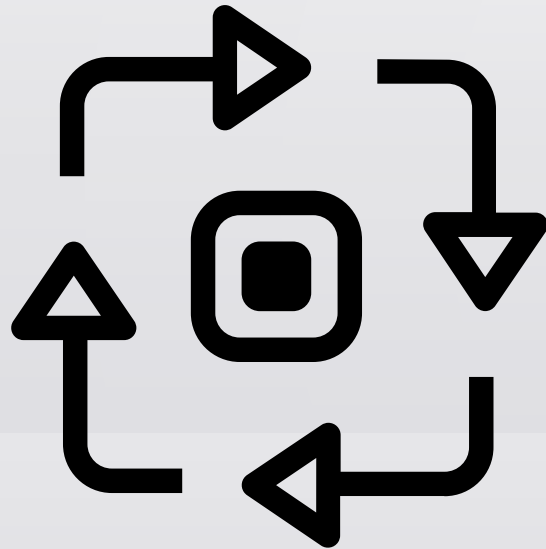
FOCUS 1: Age of food service equipment or lack of appropriate items to expand non-traditional meal service models.

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
- ✓ Defer 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, a 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



PROCUREMENT TIMELINE Continued

PROCUREMENT: Detailed description of how SFA plans to purchase the requested equipment and spend all funds prior to the June 30, 2022, deadline. INCLUDE TIMELINE WITH DATES FOR EACH PROCUREMENT PROCESS LISTED BELOW.	MAXIMUM SCORE 20 pts
DETERMINE SPECIFICATIONS	3 POINTS
SELECT PURCHASE PROCEDURE: Micro Purchase, Small Purchase, Request for Proposal, Invitation for Bid	3 POINTS
SUBMIT FIXED ASSET EQUIPMENT PURCHASE REQUEST FORM (If applicable)	2 POINTS (points deducted only if form is applicable and not included)
AWARD VENDOR	2 POINTS
ORDER EQUIPMENT	2 POINTS
INSTALL EQUIPMENT	2 POINTS
PAY INVOICE	2 POINTS
SUBMIT REIMBURSEMENT FORM TO ALSDE	2 POINTS

- Award Vendor
- Order Equipment
- Install Equipment
- Pay Invoice
- Submit Reimbursement form to ALSDE
 - Deadline is June 30, 2022



HOW TO APPLY

APPLICATION CHECKLIST

COVER PAGE

SECTION 1

SECTION 2 FOR EACH SITE

13) HOW TO APPLY

Grant application packet must be emailed 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
CNPNSLP@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 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.

SECTION 2 is the SCHOOL SITE 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.

Alabama State Department of Education
Child Nutrition Program

APPLICATION CHECKLIST
SUBMISSION DEADLINE: November 1, 2021

Before emailing the application packet to CNPNSLP@ALSDE.EDU, please check to ensure that the following items are included per instructions.

PLEASE CHECK (v)

- APPLICATION CHECKLIST
- APPLICATION COVER PAGE
 - WITH THE ELECTRONIC SIGNATURES
 - NO LATER THAN NOVEMBER 1, 2021
- SECTION 1: SFA BUDGET SUMMARY
- SECTION 2: SCHOOL SITE APPLICATION
 - ONE APPLICATION FOR EACH PIECE OF EQUIPMENT FOR EACH SITE TO BE CONSIDERED FOR THE GRANT (PAGES 12-14)
- ALL REQUIREMENTS ARE INCLUDED.


CNP Director Electronic Signature

Date



COVER PAGE

COMPLETE, CERTIFY AND SIGN



The image shows a framed document titled "Alabama State Department of Education Child Nutrition Program NSLP EQUIPMENT ASSISTANCE GRANT APPLICATION COVER PAGE". The form includes fields for SFA Name, SFA Agreement Number, CNP Director/Contact Name, Phone Number, and Email. It contains an "APPLICANT AUTHORIZATION AND CERTIFICATION" section with a detailed paragraph and a red warning: "Equipment must be completely installed, and payment made on or before June 30, 2022. Reimbursement forms are due to ALSDE by August 1, 2022." Below this are three checkboxes for reporting, piggybacking, and equipment specifications. The bottom section has lines for the Superintendent and CNP Director to provide their name, date, and electronic signature. The footer contains the text "FY2021 NSLP Equipment Assistance Grant Application - CFDA#ED.579" and "10 Page".

SECTION 1 SFA BUDGET SUMMARY

COMPLETE SECTION 1 FOR EACH PIECE OF
EQUIPMENT REQUESTED

Alabama State Department of Education Child Nutrition Program			
SECTION 1 SFA BUDGET SUMMARY			
• TOTAL AMOUNT OF GRANT FUNDS FOR ALL SITES: \$ _____			
NOTE: This is the total for equipment requested for all sites listed below in the budget summary chart. If additional space is needed copy this page.			
• LIST ALL SITES AND EACH PIECE OF EQUIPMENT BELOW.			
	SITE	EQUIPMENT NAME	TOTAL COST
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
GRAND TOTAL FOR SFA			

FY2021 NSLP Equipment Assistance Grant Application - CFDA#10.579

11 | Page

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)

SECTION 2 SCHOOL SITE APPLICATION			
Complete separate application for each piece of equipment requested. COPY THIS FORM TO USE FOR EACH PIECE OF EQUIPMENT			
SFA NAME:		SPONSOR AGREEMENT NUMBER:	
SCHOOL SITE NAME:		COST CENTER NUMBER:	
FY20 (9/30/20) CNP FUND BALANCE: (20 POINTS) _____		HOW MANY MONTHS OPERATING BALANCE: _____	
SCHOOL SITE FREE/REDUCED PERCENTAGE _____ or CEP BASE YEAR DC% X 1.6 _____ (20 POINTS)			
BUDGET OVERVIEW: (10 POINTS)			
EQUIPMENT NAME:		PURPOSE FOR EQUIPMENT: <input type="checkbox"/> NEW <input type="checkbox"/> RENOVATION <input type="checkbox"/> REPLACEMENT	
	UNIT COST	QUANTITY	TOTAL
EQUIPMENT			
DELIVERY			
INSTALLATION			
REMOVAL/DISPOSAL			
LABOR			
UTILITY (new electric line, plumbing, etc.)			
OTHER (specify)			
TOTAL COST			
PROCUREMENT TIMELINE: (20 POINTS) Provide a detailed description of how SFA plans to purchase the requested equipment and spend all funds prior to the June 30, 2022, deadline. INCLUDE TIMELINE (WITH DATES) FOR EACH PROCUREMENT PROCESS INCLUDED IN INSTRUCTIONS.			



SECTION 2 PAGE 2 SCHOOL SITE APPLICATION

FOCUS AND JUSTIFICATION

THIS IS YOUR TIME TO SHINE

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

IDENTIFY THE FOCUS AREA(S) FOR THE EQUIPMENT REQUESTED: <input type="checkbox"/> Focus 1: Age of food service equipment or lack of appropriate items to expand non-traditional meal service models. <input type="checkbox"/> Focus 2: Lack of existing State and local funding for equipment purchases to improve safety and energy efficiency in the cafeteria. <input type="checkbox"/> Focus 3: Equipment that better utilizes cafeteria space and offers strategies for adopting lunchroom changes that provide more convenience and appeal to the students. <input type="checkbox"/> 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.
JUSTIFICATION: (25 POINTS) Describe how this equipment will support the focus area(s) indicated above and why the school will be a worthy candidate for the equipment assistance grant funding. Be as specific as possible.
AGE OF EQUIPMENT TO BE REPLACED: (INCLUDE NAME, MODEL # AND SERIAL #) (5 POINTS) Age: _____ Model#: _____ Serial #: _____
SPECIFIC NEED FOR NEW EQUIPMENT:
EXPLAIN HOW EQUIPMENT WILL MEET THE SELECTED FOCUS AREA(S): FOCUS 1: HOW WILL EQUIPMENT EXPAND NON-TRADITIONAL MEAL SERVICE MODELS?

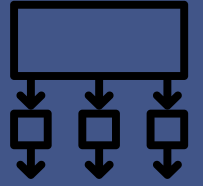


SECTION 2 PAGE 2 SCHOOL SITE APPLICATION

- FOCUS AND
JUSTIFICATION**

<p>EXPLAIN HOW EQUIPMENT WILL MEET THE SELECTED FOCUS AREA(S):</p> <p>FOCUS 1: HOW WILL EQUIPMENT EXPAND NON-TRADITIONAL MEAL SERVICE MODELS?</p>	<p>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?</p>
<p>FOCUS 2: HOW WILL EQUIPMENT IMPROVE SAFETY AND ENERGY EFFICIENCY IN THE CAFETERIA?</p>	<p>WHY IS THIS SCHOOL A WORTHY CANDIDATE FOR RECEIVING GRANT FUNDS?</p>
<p>FOCUS 3: HOW WILL EQUIPMENT BETTER UTILIZE CAFETERIA SPACE AND OFFER STRATEGIES FOR ADOPTING LUNCHROOM CHANGES THAT PROVIDE MORE CONVENIENCE AND APPEAL TO THE STUDENTS?</p>	<p>HOW WILL THIS EQUIPMENT EXPAND PARTICIPATION IN BREAKFAST AND LUNCH?</p>
	<p>WHAT IS YOUR RECORD RETENTION POLICY FOR CNP?</p>

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.



USDA 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.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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.

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