

## Application for 2022 NSLP Equipment Assistance Grant

**Part A: School Food Authority Data**

*Please print neatly in ink or type.*

Sponsor	
Sponsor LA #	
Site(s) included in this application	
Name of contact person	
Phone number of contact person	
Email address of contact person	

**Grant Request:**

Summary of Project:	Total Request Amount:
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### CERTIFICATION

**In applying for this grant, the applicant acknowledges that equipment purchased with funds from this grant will not be sold without prior approval from Child Nutrition and Food Distribution.**

I certify that the information in this application is true and correct to the best of my knowledge; that the document has been duly authorized by the governing body of the above-named applicant; that the equipment purchased with these funds will be used as part of the National School Lunch Program; and that the applicant will make a reasonable effort to expend the funds by June 30, 2023 after the grant award notification.

Authorized Representative: \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Signature

Foodservice Director: \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Signature

**Part B: Site or Multiple Site Information:** Only one application per school will be accepted. If equipment is being requested at multiple sites, the school must fill out pages 5 & 6 for each site. If purchasing multiple pieces of equipment, the school must fill out pages 5 & 6 for each piece of equipment.

**Please print neatly in ink or type.**

1. School: \_\_\_\_\_
  
2. Site requesting equipment: \_\_\_\_\_
  
3. Site Physical Address: \_\_\_\_\_
  
4. Number of students at this site: \_\_\_\_\_

\*If you are requesting equipment for a **central kitchen** the sponsor must identify the schools served by the central kitchen.

### **Explanation of Equipment Request**

Applicants are encouraged to thoroughly research the equipment being requested—and will be asked later in the application process to include details explaining why you are choosing a specific brand and model. Significant grant points are awarded based on this part of the procurement process.

### **Equipment Specifications:**

Item: \_\_\_\_\_

Make and Model: \_\_\_\_\_

Size or Other Specifications: \_\_\_\_\_

Cost: \_\_\_\_\_

Installation Costs: \_\_\_\_\_

Labor Costs: \_\_\_\_\_

Total Cost: \_\_\_\_\_

**\*NOTE:** Please attach the equipment bid that you have chosen with the application. Make sure the bid contains the installation costs and labor costs in detail.

**Part C: Please respond to these questions in the space provided. If more room is needed, please use a separate page, remembering to put the agency/site name on each additional page. Please type or write legibly.**

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<b>Section 1: Applicant demonstrates high need for equipment requested. (20 points available)</b>	
<b>1.</b> Briefly describe the equipment being requested and its use. Why is this equipment appropriate for the site? Describe the estimated life of the equipment and how frequently it will be used.	

<b>Section 2. Applicant demonstrates consideration of how the grant award will provide healthier meals, greater convenience and appeal to student and improve kitchen efficiency. (10 points available for each of the focus areas)</b>	
<b>2.</b> The equipment must enhance at least one of the three focus area(s). Please describe how the equipment will meet the grant initiative(s). <u>Focus Areas:</u> 1. Enhances ability to serve healthier meals 2. Improves food safety. 3. Establishes, maintains or expands the School Breakfast Program.	

<b>Section 3. Applicant demonstrates ability to work within grant requirements, including proper procurement procedures and research. (25 points available)</b>	
<b>3.</b> Describe efforts to research competitive prices. Indicate how you are getting the best possible value for the money (the lowest price is not always indicative of the best value). How reliable is the cost listed on the application?	

*Please answer the questions in just one of these columns, based on whether the request is for a new piece of equipment, replacement of equipment or renovation of equipment.*

<p>If this is a <b><u>new piece of equipment</u></b>, explain the research conducted to decide on item, model, and correct size. What criteria were used to determine the best product?</p>	<p><b>OR</b> If this is a <b><u>replacement of an existing piece</u></b> of equipment describe the condition of the current piece of equipment. Describe what research was done to determine whether another model, type, or size would improve efficiency of the kitchen more than just replacing the old item with another of the same type. Were any new types of products evaluated? What criteria were used to determine the best product?</p>	<p><b>OR</b> If this is a <b><u>request to renovate existing equipment</u></b> describe why it is more efficient or necessary to renovate versus replace or buy new. Describe what conditions exist that support renovating instead of replacement. Include contracted labor costs for the renovation/installation.</p>
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<p><b>4.</b> Briefly describe an estimated timeline for the purchase and installation of the proposed equipment.</p>	
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## 2022 NSLP Equipment Assistance Grant Checklist

The following checklist is intended as a resource to help schools submit the best application possible. It is for your use only. **Do not include this in the application that is submitted.**

### **HAVE YOU:**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Completed the Part A: School Food Authority Data.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Obtained the Authorized Representative and Foodservice Director's signatures in the Certification Box.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Completed Part B: Site/Multiple Site Information.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Completed Equipment Specifications section for each piece of equipment requested.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Attached the equipment bid along with detailed information on installation and labor costs for each piece of equipment requested. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Completely answered Part C: questions appropriate to the particular type of equipment you are requesting.                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Completely answered questions for each site that you are requesting equipment.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Followed all Federal, State and Local procurement laws.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Made a copy of the application for your records.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Application is emailed, faxed or postmarked no later than <b>November 18, 2022.</b>  | <input type="checkbox"/> | <input type="checkbox"/> |

### **REMINDER**

Applications for the 2022 NSLP Equipment Assistance Grant must be e-mailed, faxed or postmarked by **November 18, 2022**. Applications emailed, faxed or postmarked after this date will not be accepted.

#### **Send applications to:**

**Department of Public Instruction  
Child Nutrition and Food Distribution Programs  
600 E. Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440**

## **ASSURANCES**

**Grant recipients chosen for an award from this RFA must comply with the following regulations, principals, and assurances.**

### **GOVERNMENT-WIDE REGULATIONS**

2 CFR Part 25: "Universal Identifier and System for Award Management"

2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"

2 CFR Part 175: "Award Term for Trafficking in Persons"

2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"

2 CFR Part 200: "Uniform Administrative Requirements, 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"

### **COST PRINCIPALS**

2 CFR, Part 200: Subpart E, Cost Principles

### **USDA REGULATIONS**

7 CFR Part 15: "Nondiscrimination"

Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552).

### **ASSURANCE OF CIVIL RIGHTS COMPLIANCE**

Title 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)

## USDA FNS Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)