

Kirsten Baesler
State Superintendent
Dr. Donna Fishbeck
Chief of Staff
Laurie Matzke
Assistant Superintendent



600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
Phone (701) 328-2260
Fax (701) 328-2461
<http://www.nd.gov/dpi>

Request for Applications 2023 National School Lunch Program Equipment Assistance Grant

October 1, 2023

TO: Authorized Representative, ND School District

From: Linda Schloer, Director, Child Nutrition and Food Distribution Programs

RE: 2023 Equipment Grant Invite to Apply

Another opportunity is available for National School Lunch Program (NSLP) sponsors to obtain new equipment or to renovate or replace existing equipment. Approximately \$61,927 is available for grants in North Dakota. The grant application is attached to this email and is in a fillable format. Schools must email the application to lynellejohnson@nd.gov or fax it to the CNFD office at 701-328-9566 by **November 17, 2023**.

Eligibility requirements:

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.

- Grants will be awarded on a competitive basis.
- Schools that did not receive an NSLP Equipment Grant in any of the previous years when these grants were available will be given priority. Districts that received a grant for one site can apply for other eligible sites.
- Schools must participate in the National School Lunch Program (NSLP).
- Grants are available to public school districts, private schools, and residential childcare institutions.
- Only one application per school site will be accepted. If equipment is being requested at multiple sites, the school must fill out pages 2 through 4 for each site.
- Schools should be prepared to fully expend their grant funds by September 30, 2024.
- Schools will be required to follow all federal, state, and local procurement laws when purchasing equipment under these grants.
- The minimum amount of the grant must be \$1,000 per item. Shipping, installation, and labor costs associated with the purchase of the equipment may be included in the total cost of the item.
- The maximum amount of funding from this grant for a project will be \$10,000. Projects may total more than \$10,000 but this grant can only be used for up to \$10,000 of the funding.
- Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.
- Obligations made *prior* to grant award will not be considered for payment.

ND Center for Distance
Education
Fargo, ND
(701) 298-4830

ND School for the Deaf /
RCDHH
Devils Lake, ND
(701) 665-4400

ND State Library
Bismarck, ND
(701) 328-2492

ND Vision Services /
School for the Blind
Grand Forks, ND
(701) 795-2700

Focus Areas:

Equipment purchases must improve the *quality* of school meals. Additional focus areas include:

- 1) Equipment that is needed to serve healthier meals to students.
- 2) Equipment that improves food safety.
- 3) Equipment that helps support the establishment, maintenance, or expansion of the School Breakfast Program.

Selection Criterion:

Applications will be scored based on the following criteria:

- Equipment request improves the quality of the school meals.
- The application clearly and concisely explains why the school needs the equipment and why the equipment is appropriate for the site. (Age of current equipment or lack of appropriate equipment).
- The application reflects consideration for all costs associated with purchase and installation and provides a timeline for the funds to be expended within one year.
- The application reflects the effort to get the best possible value for the money including equipment selection criteria and bid research process.
- The number of students who would benefit, expected increase in participation, the school's current budget and operating balance, availability of existing state and local funding for equipment purchases, and/or geographic location as it relates to frequency of food deliveries.
- SFA has investigated the availability of local or state funding. Excess funds in the school foodservice account will be an automatic disqualification.
- Equipment purchased with Federal financial assistance must comply with the 'Build American, Buy American Act'.

Timeline:

- Applications must be emailed, faxed or postmarked no later than **November 17, 2023**.
- Grants to qualifying schools will be announced no later than December 31, 2023.
- Grant recipients must make a reasonable effort to fully expend their NSLP Equipment Assistance grant award by September 30, 2024.
- Successful applicants will be required to submit a project status report within one year of the award.

The North Dakota Department of Public Instruction reserves the right to select specific items for approval within the proposal.

Contact Information:

Please feel free to contact Lynelle Johnson, Assistant Director of Child Nutrition at lynellejohnson@nd.gov or 701-328-3718 if you have questions.

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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/ad-3027.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

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