



Request for Applications ND FY22 Team Nutrition Training Grant for Small Equipment

TO: Authorized Representative, ND School District

From: Amy Nelson, Grant Project Director, Child Nutrition and Food Distribution Programs

RE: FY22 Team Nutrition Training Grant for Small Equipment Invitation to Apply

North Dakota Department of Public Instruction has been awarded a Team Nutrition Training Grant, which presents an opportunity for school nutrition professionals to participate in training made available in-person and virtually.

As a result, Districts that participate in the Master the Menu Training Tracks can apply for equipment sub-grant funds. 50 Districts will be awarded up to \$2,500 for equipment purchases related to post-training implementation that assist in meeting USDA meal pattern requirements.

The grant application is in a fillable format (pages 3-5). **Applications will be accepted until Friday, December 29, 2023, and must be emailed to ekarel@nd.gov.**

Eligibility requirements:

- Grants will be competitively awarded.
- Districts must have at least one representative attending the 8-Hour Meal Pattern Breakdown **or** the 40-Hour A Manager's View Training Track.
- Applicants must be in good standing with NDDPI regarding payments, corrective action standing, and more, if applicable.
- Grants are available to public school districts, private schools, and residential childcare institutions participating in the National School Lunch Program (NSLP).
- Only one application per District will be accepted. Multiple pieces of equipment may be purchased to be used throughout the District with multiple sites.
- School personnel must be able to identify an association with something that has been learned during the training program to show post-training implementation.
- Districts must follow all federal, state, and local procurement laws when purchasing equipment under these grants.
- There is no minimum cost of equipment. Shipping, installation, and labor associated with the equipment purchase may be included in the total cost of the item.
- Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.
- Obligations made *prior* to the grant award will not be considered.
- Districts may request items that cost more than \$2,500, however, a maximum of \$2,500 will be awarded unless additional funds become available by NDDPI.



Allowable Use of Funds:

Equipment purchases must improve the *quality* of school meals and assist the District in meeting USDA Federal Meal Requirements. This could include:

- Signage or display items to promote healthier menu items.
- Equipment or supplies to enhance the ability to serve or promote healthier meals.
- Equipment or supplies to assist in meeting USDA Meal Requirements.
- Equipment or supplies to assist with preparation, operations, or food storage.

Timeline:

- Final requests must be emailed no later than **Friday, December 29, 2023, to ekarel@nd.gov**.
- Remaining funds may be reallocated to Districts that have applied and have unfunded equipment purchases based on their initial application.
- **Funds are to be fully expended by June 30, 2024.**

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

Contact Information:

Please contact Emily Karel, Grant Coordinator at ekarel@nd.gov if you have questions. Additional technical assistance will be available to grant recipients, as needed.



Application for FY2022 Team Nutrition Training Equipment Sub-Grant

Part A: School District (School Food Authority) Data

Please type or print legibly.

School District: _____

Site(s) included in this application: _____

Name of contact person: _____

Phone number of contact person: _____

Email address of contact person: _____

Training Track that School Nutrition Staff *Attended* (may select both) (1 point)

- 8- Hour Meal Pattern Breakdown
- 40- Hour A Manager’s View

Part B: Please respond to these questions in the space provided.

If more room is needed, please use a separate page. Please type or print legibly.

Section 1: *The applicant describes equipment to purchase based on post-training implementation. Applicant must have at least one attendee participate in the 8-Hour “Meal Pattern Breakdown” or 40-Hour “A Manager’s View” Training Track. (5 points)*

Post Training Implementation: Please describe what was learned during the ‘Master the Menu’ Training Program, which inspired your District to select the piece(s) of equipment/supplies to improve your School Nutrition Operation.

Section 2: *The applicant selects the focus area their equipment will assist with. You may choose more than one area. **Please choose your focus area(s).** (2 points):*

- Signage or display items to promote healthier menu items
- Enhance the ability to serve or promote healthier meals
- Assist in meeting USDA Meal Requirements
- Assist with preparation, operations, or food storage
- Other, please describe: _____



Section 3: The applicant demonstrates the ability to work within grant requirements, including proper procurement procedures and research. (2 points)

Since this grant is considered a ‘micro-purchase’ (less than \$10,000), it may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, micro-purchases must be distributed equitably among qualified suppliers. Research should be conducted to find the best price.

Quotes may include phone quotes, internet research, a quote from a vendor, etc.

Best Priced Supplier: _____

Price: \$ _____

A price quote must be included with this Grant Application.

Is it attached to this request? **Yes**

Section 4: The applicant demonstrates timely purchase and implementation.

I certify that upon grant award, I will purchase the equipment promptly to expend funds before June 30, 2024, and NDDPI will provide reimbursement upon proof of payment of the purchase.

Comments: _____

ASSURANCES

Grant recipients chosen for an award from this RFA must comply with the following regulations, principles, 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)

Certification

In applying for this grant, the application 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 expend the funds by June 30, 2024, after the grant award notification.

Authorized Representative: _____ **Date** _____
Print Name Signature

REMINDER
Applications for the ND FY22 Team Nutrition Training Grant for Small Equipment must be emailed to ekarel@nd.gov by **December 29, 2023**. Applications emailed after this date will not be accepted.



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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; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

program.intake@usda.gov

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