August 1, 2016

MEMORANDUM

TO: County and City Superintendents

FROM: Philip C. Cleveland PCC
Interim State Superintendent of Education

RE: National School Lunch Program (NSLP) Equipment Assistance Grant—Fiscal Year (FY) 2016

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has selected Alabama to receive grant funds to purchase equipment through the National School Lunch Program (NSLP) Equipment Assistance Grant—Fiscal Year (FY) 2016. The purpose of the grant is to assist School Food Authorities (SFAs) in purchasing equipment needed to meet the nutritional standards as required by the Healthy Hunger Free Kids Act of 2010. It is imperative that schools make timely application for the grant funds. All proposals must be in this office by Friday, September 2, 2016, no later than 12 Noon. The grant funds will be awarded to the school by the Alabama State Department of Education by October 28, 2016. Grant funds must be expended by April 1, 2017.

Conditions for Applying for the Grant Funds

The funding will be distributed via a competitive process that is fair and equitable. The attached application must be submitted by the school district per school, per piece of equipment. The request may include new equipment, renovation of equipment, or replacement of equipment. Selected schools must apply for the grant funds. There are four primary focus areas of need for the grant award. Application for the grant funds should incorporate one or more of the following focus areas:

- Equipment that lends itself to improving the quality of the school foodservice meals to meet the dietary guidelines (i.e., replacing fryers with combination steamers and ovens).
- Equipment that improves the safety of food served in the school meals programs.
- Equipment that improves the overall energy efficiency of the food service operations.
- Equipment that allows the local school to support expanded participation in the NSLP.

A criteria for award is that a school for which application is being made cannot be a school that received a grant through the 2009 ARRA or the FY 2010, FY 2013, FY 2014, and FY 2015 NSLP Equipment Assistance Grants. If the school received any amount of funding for CNP equipment through 2009 ARRA or the FY 2010, FY 2013, FY 2014, and FY 2015 NSLP Equipment Assistance Grants, it is not eligible to submit an application this time.
Criteria for Award of the Grant Funds
The first requirement for the awarding of the grant is that the individual school must have more than 50% free and reduced eligibility based on the October 2015 claim for reimbursement. Schools must submit a proposal for one or more of the four focus areas listed under the “Conditions for Applying for Grant Funds” section. Consideration will be given to the number of students that would benefit, the fund balance of the school as of September 30, 2015, and the age and condition of the existing equipment.

The funds must be expended for capitalized equipment having a useful life expectancy of more than one year and an initial acquisition cost of $5,000 or more. Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment as articles of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or $5,000. Examples include using the grant funds to purchase a walk-in freezer for school food service. A salad bar may be an allowable cost. Building an extension to a cafeteria would be a capital expense that should be borne by the school district. The funds may not be used for the following:

- Renovations to buildings.
- Construction of facilities or building improvements.
- Equipment that has already been acquired.
- Tables.
- Vending machines.
- Salaries or administrative costs.
- Projects that will take an extended period of time to complete.

All state and federal procurement laws must be followed when purchasing equipment under these grants. No potential supplier or representative of a supplier that writes the specifications for the equipment or bid conditions may offer a bid on the equipment. Geographical preferences are specifically prohibited in the award of these funds. Piggybacking of previous bid awards will not be allowed. In addition, it is recommended that SFAs use the following best practices to assist in your efforts.

- School officials and local policymakers should work collaboratively with parents, teachers, students, and funders to identify and implement strategies for meeting equipment, infrastructure, and training needs.
- Nonprofit and for-profit organizations that have an interest in improving children’s health, education, school infrastructure, and community wellness should provide assistance to schools in acquiring the necessary equipment.
Reporting Requirements
The funds awarded under this grant must be clearly distinguishable from all other funds. The expenditures must be able to be tracked separately. Source codes have not yet been determined, and strict documentation of expenditures will need to be maintained for reimbursement and audit purposes.

Grant recipients must submit an activity report outlining the following:

- Type of equipment purchased.
- Accomplishments and challenges in expenditure activities.
- Impact on the school nutrition operation of purchased equipment.
- Potential return of equipment.
- The total amount and percentage of administrative costs expended as compared to the total amount allowable for administrative costs.

If you are interested in applying for funds under the grant and have schools that meets the criteria listed above, complete and submit the application for each school on or before September 2, 2016, no later than 12 Noon with the required original signatures of the school system superintendent and the child nutrition director. The application must be mailed or hand-delivered to the Child Nutrition Program state office. Electronic applications will not be accepted.

If you have any questions, please contact the Child Nutrition Program at (334) 242-1988 or e-mail your questions to June Barrett at jbarrett@alsde.edu or Jessica Ragan at jragan@alsde.edu.

PCC/JBB/JR
Attachment
cc: County and City Chief School Financial Officers
    County and City Child Nutrition Program Directors
    Mrs. Vera Guettler, SDE Accounting
    Dr. Dennis Coe, Director, Office of Supporting Programs

FY16-3042
COMPETITIVE GRANT APPLICATION FOR
NSLP EQUIPMENT ASSISTANCE GRANT – FISCAL YEAR 2016

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

Application Deadline: Friday, September 2, 2016
No later than 12 Noon

All funds must be expended/obligated by April 1, 2017

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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:
http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

This institution is an equal opportunity provider.
Information
The FY 2016 National School Lunch Program (NSLP) Equipment Assistance Grant provides an appropriation to Alabama of $546,729 for equipment assistance grants for schools participating in the NSLP. The goals of this grant are to serve healthier meals that meet the updated meal pattern. As stipulated in the grant instructions, priority will be given to school systems for schools in which at least 50 percent of the students are eligible for free or reduced-priced meals. Systemwide percentages may not be used. Funds can only be used to purchase equipment identified on the application awarded.

Eligibility
School systems that participate in the NSLP are eligible to apply for the grant. An application for each individual school site is required.

Funding & Reporting
The funding will be distributed through a competitive process that is fair and equitable to School Food Authorities (SFAs), giving priority to high-need schools and schools that did not receive previous NSLP Equipment Assistance Grant funds for American Recovery and Reinvestment Act of 2009 and Agriculture Appropriation Acts of FY 2010, 2013, 2014, and 2015. Quarterly Progress Activity Reports are required to contain:

- Progress made in expending funds
- Types of equipment purchased
- Accomplishments and challenges in expenditure activities
- Impact on the school food service operation of purchased equipment
- Reason(s) for any unliquidated funds
- Potential return of equipment

Equipment Definition
Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. The definition of equipment for the purpose of NSLP Equipment Assistance Grants is “articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of $5,000 (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements.)” As with all federal funds, the equipment purchase(s) must be reasonable, necessary and allowable. Using these funds to purchase a walk-in freezer for school nutrition program use would be an allowable cost; however, renovation of the school nutrition area would fall under the category of construction costs that must be charged to the school system’s general fund. School systems are required to follow all federal, state, and local procurement laws and regulations.

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

**Focus 1:** Equipment that improves the quality of school nutrition meals in ways that support dietary guidelines (e.g., purchasing an equipment alternative to a deep fryer).

**Focus 2:** Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers).

**Focus 3:** Equipment that improves the overall energy efficiency of the school nutrition operations (e.g., purchase of an energy-efficient, walk-in freezer replacing an outdated, energy-demanding freezer).

**Focus 4:** Equipment that supports expanded participation in a school nutrition programs (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

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1 Reference: USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87
Evaluation and Selection Criteria
Applications will be evaluated against the criteria listed below. **Maximum Score - 100 points**

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<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
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<tr>
<td>1. Free and Reduced-Priced Meals Eligibility (school level):</td>
<td>MAX 20 points</td>
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<td>a. 96-100%</td>
<td>20 points</td>
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<td>b. 81-95%</td>
<td>18 points</td>
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<td>c. 66-80%</td>
<td>16 points</td>
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<td>d. 50-65%</td>
<td>15 points</td>
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<td>e. 40-49%</td>
<td>5 points</td>
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<tr>
<td>f. Less than 40%</td>
<td>0 points</td>
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</tbody>
</table>

2. **Financial Status-Number of Months Operating Balance**
   as of September 30, 2015:
   MAX 20 points
   a. 0 or less (in the red) | 20 points |
   b. 1-3 month | 10 points |
   c. 4 months or more | 1 point |
   d. 5 months or greater | **Ineligible** |

3. **Budget:**
   MAX 18 Points
   Detailed budget that is complete and reasonable for each piece of equipment requested. Include districts availability of existing state & local funds to purchase equipment.
   a. Completed budget with all items detailed | 18 points |
   b. Installation, utility connection, removal of old equipment, labor, plumbing, wiring |
   b. Budget figure, no detail | 5 points |
   c. No budget | 0 points |

4. **Budget Overview & Procurement:**
   MAX 18 Points
   Detailed description of how the school plans to purchase the requested equipment and spend all funds prior to the April 1, 2017, deadline. Include timeline (dates) for:
   - Specification
   - RFP / Formal Bid Process
   - Award of Bid
   - Order equipment
   - Equipment Installation
   - Completion

5. **Justification:**
   MAX 25 points
   Detailed description of how the requested equipment meets the focus area(s) identified and why the school and school system would be a worthy candidate for the NSLP equipment funding.
   To include:
   - Age of Food Service Equipment being replaced.
   - Strategies for adopting Smarter Lunchrooms (i.e., changes for more appeal, convenience, provide healthier choices, replacing fryers with combination steam ovens, etc.)
How to Apply
Grant applications must be postmarked or delivered by Friday, September 2, 2016, no later than 12 Noon.

Applications must be submitted by the school system for each school that is requesting to be considered. Complete the cover page and each section of the application and then submit the application packet with original signatures to:

Ms. June B. Barrett, Program Coordinator
Alabama State Department of Education
5301 Gordon Persons Building
P.O. Box 302101
50 North Ripley Street
Montgomery, AL 36130-2101

The application consists of the following and must be mailed—it cannot be sent electronically:
1. **Cover page** with required **original signatures** of the school system superintendent and the child nutrition director.
2. **Section 1** consists of system-level questions and system 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 April 1, 2017, 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.
3. **Section 2** is the school site application. One 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 item of equipment requested. Equipment must be more than $5,000.00.
   - 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.
4. Failure to complete the application in its entirety and per instructions, may disqualify your application.

Resources and Assistance
- 2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”
- 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 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 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 15: “Nondiscrimination”
- 41 USC Section 22 “Interest of Member of Congress”
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (P.L. 112-55)
- "The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006"
- 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)


The Alabama Child Nutrition Programs (CNP) specialists may provide additional assistance if needed.

PROPERTY STANDARDS

1. Insurance Coverage (2 CFR 200.310): The Recipient must provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds.

2. Intangible Property (2 CFR 200.315):
   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 non-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 FNS 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.

3. **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.

4. **Equipment** (2 CFR 200.313): 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. The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved beforehand by the Agency and there is documentation to support that the purchase is necessary and reasonable to carry out project activities.

   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, SF-428, must be submitted at award close-out to report the status of the equipment, if requested.

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

   In expending funds for equipment and products, all Recipients and sub-recipients will comply with the Buy American Act, 41 U.S.C. 10a-c.

   **Sub-recipient compliance:** The Recipient will ensure that sub-recipients are in compliance with applicable Federal administrative requirements and cost principles. No funds shall be provided to an eligible collaborator or contractor before such an agreement is signed by all parties.

**PROCUREMENT STANDARDS**

The recipient will adhere to all procurement standards, included those listed below, if applicable, as found in 2 CFR 200.318 through 2 CFR 200.326
1. **General procurement standards** (2 CFR 200.318): 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.

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

**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 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)
APPLICATION CHECKLIST
DUE 12 NOON, FRIDAY, SEPTEMBER 2, 2016

Before sending the application to the ALSDE, CNP, please check to ensure that the following items are included and that the document is postmarked or delivered per instructions.

Please check (√)

☐ Application cover page with the original signature(s)
  Must be postmarked by or delivered no later than 12 Noon on Friday, September 2, 2016.

☐ Section 1: District Questions and Budget Summary with all Schools Listed pages 10 & 11

☐ Section 2: Site Applications. One Application for Each Site to Be Considered for the Grant pages 12-14

All requirements are included.

________________________________________  ________________
CNP Director Signature                  Date
APPLICATION
To be Completed by School System
COVER PAGE

District Name: ____________________________ District Agreement Number: ____________________________
School Name: ____________________________ School Cost Center Number: ____________________________
Contact Name: ____________________________
Contact Phone Number: ____________________________
CNP Director’s E-Mail: ____________________________

APPLICANT AUTHORIZATION AND CERTIFICATION

The applicant designated above hereby applies for a NSLP Equipment Assistance Grant. The purpose of this 
grant is to improve the infrastructure of the school nutrition programs. The school system agrees to comply 
with all provisions thereof and with any instructions or procedures issued in connection with accepting federal 
funds in accordance with the applicable regulations. The applicant assures that the NSLP Equipment 
Assistance Grant will be administered and implemented in compliance with all applicable statutes, 
regulations, policies, and program plans. The applicant will ensure that funds are expended or obligated prior 
to April 1, 2017, and in accordance with the school system’s approved application.
The undersigned agents certify that the information contained in this application is correct and complete.
One hard copy of this Cover Sheet with original signatures of the superintendent and the child 
nutrition director/contact person and the completed application must be submitted no later than 12 
Noon on Friday, September 2, 2016. A school site application must be submitted for each school the system 
wishes to include in this grant. If successful in competing for this grant, the award will be given to the school 
system with school cost center designation for the sites included in the application. Grants will only be 
awarded to a school system requesting $5,000 or greater per equipment. Equipment must be completely 
installed and payment made on or before April 1, 2017. I certify that all USDA-required reporting will be 
completed and maintained on file. I certify that no bids will be piggybacked off another bid for this 
equipment. I certify that equipment specifications were NOT developed or written by an employee; or 
owner of a food service equipment dealer or manufacturer representative.

Typed Name of Superintendent ____________________________
Typed Name of Child Nutrition Director ____________________________

Signature of Superintendent ____________________________
Signature of Child Nutrition Director ____________________________

Date: ____________________________ Date: ____________________________
SECTION 1
SCHOOL SYSTEM LEVEL QUESTIONS AND BUDGET SUMMARY

1. Total amount of grant funds requested for all schools in the system. $______________
   (Note: This is the total cost of all sites listed below in the summary chart. If additional space is needed, make copies of the page.)

2. List all schools and each piece of equipment on the System Budget Summary for all sites (make additional copies of this table as needed).

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<th>SCHOOL SITE</th>
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Grand TOTAL COSTS for School System
3. **Budget overview and procurement**: Describe your system’s budget, and procurement process, and how the school system plans to purchase the requested equipment and spend or obligate all funds prior to the April 1, 2017, deadline. (total 18 points) Provide policy & procedures plus time line for equipment grant implementation (i.e., November write specs, December complete bid, etc.). Potential 18 points for this section.

1. **Budget procedures:**

2. **Procurement Process:**

3. **Purchase Procedure:**

4. **Timeline for meeting completion deadline April 1, 2017:**
1. Identify the focus area(s) for the equipment requested (select all that apply):

☐ Equipment that improves the quality of child nutrition meals in ways that support dietary guidelines (e.g., purchasing an equipment alternative to a deep fryer).

☐ Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers).

☐ Equipment that improves the overall energy efficiency of the child nutrition program operations (e.g., purchase of an energy-efficient, walk-in freezer replacing an outdated, energy-demanding freezer).

☐ Equipment that supports expanded participation in a child nutrition program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

2. Budget (total of 18 points):
Provide a detailed budget for each piece of equipment requested that includes:

<table>
<thead>
<tr>
<th>Equipment Name:</th>
<th>Purpose for Equipment</th>
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<tbody>
<tr>
<td></td>
<td>New</td>
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<tr>
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<td>Renovation</td>
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<td>Replacement</td>
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<thead>
<tr>
<th>Description:</th>
<th>Individual Unit Cost</th>
<th>Quantity Requested</th>
<th>Total</th>
<th>Purpose for Equipment</th>
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| Equipment cost: |                      |                    |       |                       |
| Delivery cost:  |                      |                    |       |                       |
| Installation cost: |                    |                    |       |                       |
| Removal disposal cost: |                |                    |       |                       |
| Labor cost:      |                      |                    |       |                       |
| Any other utility cost (i.e., new electric lines): | | |       |                       |
| Other (specify): |                      |                    |       |                       |
| TOTAL COST:      |                      |                    |       |                       |
3. School enrollment—October 1, 2015: _____________________________________________

4. Justification (total of 25 points):
Describe how each piece of equipment will support the focus area(s) indicated in Question 1 above. Be as specific as possible. Describe why the school would be a worthy candidate for the equipment assistance grant funding.

1. Age of equipment to be replaced (include model # & serial # if available on data plate):

2. Areas: List Focus Area(s)

Rationale: Explain how this equipment will meet focus area requirements.
3. Why are grant funds needed to purchase this piece of equipment:

4. Provide other justification for applying for this piece of equipment and why the school is a worthy candidate for receiving grant funds:

5. Record retention policy for Child Nutrition: