



State of Arizona
Department of Education

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Public Instruction

National School Lunch Program Equipment Assistance Grant - Instructions

How to Apply

- Review National School Lunch Program (NSLP) Equipment Assistance Grant Instructions
- Submit online application through the Arizona Department of Education's Grant Management website: www.ade.az.gov/gme. The grant application will only be open until May 7, 2010 at 5:00 p.m.
- Ensure that your Local Education Agency (LEA) has a FY2011 General Statement of Assurance (GSA) on file with the Arizona Department of Education's Grants Management Office. The GSA is an annual form. Please note: FY2011 GSA will be due by May 31, 2010. For information about the GSA, please visit: www.ade.az.gov/gme/Additional_Information/GSA.asp.

Eligibility Requirements

- Participation in the National School Lunch Program established under the Richard B. Russell National School Lunch Act.
- Only schools with at least 50 percent of the enrolled students eligible for free or reduced price meals.
- As stated in memo CN# 27-10, recipients of the Economic Stimulus Funding for Equipment Assistance or ARRA Equipment Assistance Grants are not eligible for this grant.

Background Information

- The United States Department of Agriculture (USDA) has allocated \$556,730 to the Arizona Department of Education (ADE) for distribution to LEAs. The ADE has developed a full and open competitive application process for this grant. Awards will be granted at the LEA level based on the selection criteria outlined below.
- Priority will be given to schools in which 50 percent or more of the students are eligible for free or reduced-price meals.
- This grant is similar in nature and will follow similar criteria from the American Recovery and Reinvestment Act (ARRA) of 2009 equipment grant awarded in FY 2009, however it is a completely separate grant. Please do not confuse this new grant opportunity with the Economic Stimulus Funding/ARRA equipment grant.

Equipment Definition & Allowable Equipment

- 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 for the purpose of NSLP Equipment Assistance Grants as articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition of \$5,000 (or such lesser amount as the LEA uses when reporting equipment as assets in its financial statements).
 - If your district/institution defines equipment (reported as a fixed asset on financial statements) with a lesser dollar amount than the federal \$5,000 threshold, items in excess of your district/institution's threshold amount are eligible under the NSLP Equipment Assistance Grant. Your district/institutions defined threshold for reporting equipment as fixed asset will be requested as part of the grant application.
- Equipment procured using NSLP Equipment Assistance Grant funds must be practical and allocable in order to be considered reasonable and permissible costs. (Generally, using these grant funds to purchase a walk-in freezer for school food service use would be an allowable cost, whereas renovation of the food service area would fall under the category of construction costs which must be borne by the school district's general fund.)
- **Equipment purchases must fall into at least one of the four focus areas listed below:**
 1. **Improve Quality of Meals – Dietary Guidelines**
Equipment that lends itself to improving the quality of school foodservice meals that meet the dietary guidelines (e.g., purchasing an equipment alternative to a deep fat fryer)
 2. **Improve Food Safety**
Equipment that improves the safety of food served in the school meal programs. (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.)
 3. **Improve Energy Efficiency**
Equipment that improves the overall energy efficiency of the school foodservice operation (e.g., purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer)
 4. **Expand Participation**
Equipment that allows LEAs to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space)

Selection Criteria

All applications will be scored out of 100 possible points.

- 10 pts. The online application is thoroughly and accurately completed no later than May 7, 2010.

- 25 pts. The application clearly demonstrates the need for equipment assistance, why the equipment is appropriate for the site(s), and, if applicable, how many additional sites will be impacted by the equipment assistance.
- 20 pts. Each piece of equipment requested meets one of the four focus areas listed above. Description demonstrates specificity (include data if needed) with regard to the focus area goal. Note: Multiple pieces of equipment will be scored separately in their focus area and then averaged for a total score out of 20 points.
- 20 pts. The application provides a clear timeline for procuring, receiving, and installing the requested equipment that does not exceed June 30, 2011. (10 pts) The total funds requested for equipment reflects consideration for all costs associated with the purchase and installation of the equipment. The school/institution has defined their threshold for reporting equipment as a fixed asset. (10 pts)
- 25 pts. The percentage of enrolled students eligible for free or reduced price meals will be scored in the following manner: **Percentage Free/reduced eligible x 0.25 = ____ points** (normal rounding rules applied). The percentage provided on the application must reflect the site for which the equipment will be installed.

Example: The site has 75% free/reduced eligible.
 $75 \times 0.25 = 19$ points out of 25 possible points

The percentage of enrolled students eligible for free or reduced price meals will be averaged and then scored for those applications requesting equipment assistance for more than one site.

Example: Three sites with 80%, 70%, and 77% free/reduced eligible.
 $80\% + 70\% + 77\% = 227 \rightarrow 227 \div 3 = 76\%$
 3-site average is 76% free/reduced eligible
 $76 \times 0.25 = 19$ points out of 25 possible points

If the site physically housing the equipment provides services to other sites, such as a central kitchen, only the percentage of enrolled students eligible for free or reduced price meals for the site physically housing the equipment will be used to calculate points.

An example of this would be a high school kitchen requesting a new walk-in freezer that will be used to store food for multiple elementary schools. Only the high school's free/reduced percentage will be used to evaluate the grant application.

If equipment is not physically housed at any one specific location and will benefit multiple schools, the percentage of enrolled students eligible for free or reduced price meals for each site must be provided and will be averaged to calculate points.

An example of this would be a delivery truck that leaves from a central warehouse and delivers to multiple schools.

Timeline for the NSLP Equipment Assistance Grant

- April 5, 2010 – Application available at: www.ade.az.gov/gme
- May 7, 2010 – LEA Grant Application submission deadline
- Early July 2010 – Award Notification to LEAs
- July 2010 through May 2011 – LEAs to submit monthly Cash Management Reports at: www.ade.az.gov/gme
Note: Funding will be provided to LEAs on a reimbursement basis, not as advancement
- June 30, 2011 – Completion Report submission deadline at: www.ade.az.gov/gme