upLIFT

LEARN. INSPIRE. FEED. TEACH.

Webinar Series

upLIFT Your Program with HNS' Equipment Grant!

January 16, 2023
1:30 PM - 2:00 PM
Professional Standards Learning Codes: 2100, 2400, 3300

ARIZONA DEPARTMENT OF EDUCATION

Meet Your Host

Ashley Kennedy, SNS

HEALTH AND NUTRITION SERVICES SPECIALIST

Welcome!

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LEARN. INSPIRE. FEED. TEACH.

upLIFT was created for you, the child nutrition professional, to provide you with materials to help you LEARN about nutrition, INSPIRE you on what to feed your participants, FEED your participants healthy meals, and TEACH others in your community about your programs!

This year, the monthly webinar series will focus on sharing relevant nutrition knowledge as well as standout stories from the field on successful service models, inspiring menu ideas, and tips and tricks to implement nutrition initiatives in schools! These webinars are intended to provide you with real, applicable, and helpful information that you can use to operate the best school food service program possible at your sites this year!

Overview

1. Purpose of the Equipment Grant
2. Grant Eligibility
3. Grant Details
4. Guidance from the Field

Purpose of the Equipment Grant

History

The Consolidated Appropriations Act of 2022, (Public Law 117-103), authorized funds to the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) to competitively award **Equipment Assistance Grants** to eligible School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP).

Arizona expects to award **$648,525** under this grant.

Purpose

This competitive grant is designed to award funds to SFAs to purchase equipment with a value greater than $1,000.

The Equipment Assistance Grant funds are available for SFAs to:

- Create kitchen, serving, and storage areas that promote serving fresh foods and scratch-cooking
- Purchase new equipment
- Renovate existing equipment
- Replace outdated equipment

Purpose

Equipment Grant Funds can be used for several avenues, but the main purpose of these funds is to help you **uplift your School Food Service Program and menus**!

These funds are intended to help you...

- Serve healthier meals
- Support scratch cooking
- Improve food safety
- Store fresh food
- Upgrade equipment
- Support the establishment, maintenance, or expansion of the School Breakfast Program (SBP)

Grant Eligibility

SFA Eligibility

All Local Educational Agencies (LEAs) participating in the NSLP are eligible to apply for this grant.

Priority will be given to:

- SFAs that have not exhibited excess cash on their most recent Annual Financial Report (AFR)
- SFAs that participate in both NSLP and SBP

Applicant SFAs that are current or former equipment grant awardees are not subject to any restrictions based on past Equipment Grant funding periods.

Focus of SFA Grants

For this grant round, the selection committee will use the following criteria to award SFAs. Please note that applicants' intended use of grant funds only needs to meet **one** of the criteria below:

- Age of equipment or lack of appropriate items
- Ability of equipment to increase the efficiency of procurement, food storage, and distribution/service
- Opportunities to realize meaningful impacts on nutrition and quality of meals
- Help support the establishment, maintenance, or expansion of the SBP

Definition of Equipment

Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or $5,000 (2 CFR 200.439).

- The individual unit cost of equipment must exceed $1,000.
- **New, used, or refurbished equipment is allowable.**
  - Acquisition costs are also allowable. ADE will reimburse the SFA for the equipment purchased.

Unallowable Costs

Unallowable costs under this grant include:

- **Items less than $1,000** - Grant funds cannot be used to purchase small-ware items such as trays and plates, utensils, pans, and containers.

- **Personnel** - Grant funds cannot be used to reimburse staff time during equipment delivery or installation, nor training staff on how to operate new equipment.

Equipment Examples

Examples of allowable equipment include, but are not limited to, the following:

- Convection ovens & steamers
- Refrigerators & freezers
- Blast chillers
- Food slicers
- Storage racks
- Refrigerated trucks

SFAs may combine multiple equipment requests on their application.

Grant Details

Grant Period

Applicants should anticipate all grant requirements and plan accordingly to achieve project deliverables within the **award performance period**.

- The period of performance is **15 months**, beginning from the date of the award.
- All procurement expenditure activities must be completed no later than **September 30, 2024**.
- Awardees are encouraged to expend all funds by **June 30, 2025**.

Total Funding

Award Amounts

The subgrant award amounts will vary by applicant based on the ranking of selection criteria. Awards will range up to **$100,000**, with a minimum award amount of **$1,000**.

Reporting Requirements

The progress experienced by the SFA in the expenditure of funds will be requested by the ADE quarterly as well as up to one year following the purchase/installation of the equipment.

ADE may request any of the following:

- Media/photos
- Use of standardized recipe
- Narrative explaining barriers/challenges (if applicable)

Submission Criteria

Applicants will complete an award narrative that includes the following:

- A detailed overview of the proposed equipment and how this grant will make meaningful impacts on nutrition and quality of meals
- Plan for procuring the equipment, progress monitoring, and staff training
- Statement of assurance with the name of the individual that will obligate the grant funds in a timely manner

Evaluation Criteria

The review committee will use the answers to the **narrative question** provided in the application to determine ranking.

Applications that best address this grant's priorities will score higher than those that do not meet the goals of this Request for Applications (RFA).

- Scale: 0-10 points per question

The committee will evaluate the clarity of the SFA's submission of the demonstrated need for the requested equipment and the projected impact on the SFAs program.

The Application

Choose the submitter of your application wisely!

Be thoughtful of the **individual** who will be submitting the grant application. Ideally, this should be an individual who is well-versed in the tools needed for **meal preparation** and **service**.

Expand on your answers! The more information you provide for your equipment needs, the more **information** the grant committee has to consider when dolling out **funding**!

The Application

Remember! The application is the time to expand on all answers and ensure every ‘I’ is dotted and every ‘T’ is crossed. Accidents happen, so be sure to have more than one set of eyes review the application before submission!

Common errors include...

- Unanswered questions
- Vague or incomplete answers
- No explanation for how the equipment will increase efficiency during preparation or meal service
- Missing documents

Important Dates

February 1, 2024	**Applications Open**
March 1, 2024, 11:59 pm	**Applications Due**
April 1, 2024	**Initial award phase; grant funds awarded to SFAs**
September 30, 2024	**ADE requires awarded SFAs to have obligated all grant funds; unobligated grant funds are subject to reallocation to another SFA after this date.**
June 30, 2025	**Completion Reports Open**
September 30, 2025	**All procurement expenditure activities must be completed; Completion Reports submitted and in approved status.**

Guidance from the Field

STAR School Insight

Equipment Grant Application Process

- Familiarize yourself with GME and solidify user access and roles in ADEConnect
- Select your vendor early when deciding on equipment
- Check the following when applying in GME
  - ✓ Provide complete budget and capital outlay
  - ✓ Provide a description of your site's need for the equipment and each piece of equipment requested in the narrative questions
  - ✓ Thoroughly describe how the equipment requested will improve the nutritional quality of the menu(s)

STAR School Insight

Consider what purchases will work in your space.

- **Size** - Measure **everything** and make sure it works in your "kitchen" flow.
- **Hookups** - Ensure gas, electrical, and water hookups are already in place, or that they can be easily installed.
- **Hoods** - Hoods for ventilation and fire are necessary for **both gas and electric** appliances. Don’t forget to check your specific county regulations.

Potential Challenge Considerations

As always with equipment ordering and procurement, there is the possibility for issues such as:

- Supply Chain Delays
- Staff Turnover
- Improper Logistics Planning
- Funding for Installation

Reimbursement Process

It's important to consider timing and its impact on cash flow with the reimbursement type of grant.

- **Timing** - Spend funding first then request reimbursement using invoices.
- **Impacts on Cash Flow** - Cash must be readily available which can impact smaller schools/districts.

Commonly Purchased Items

The following items were requested and/or purchased using Equipment Grant Funds in 2023:

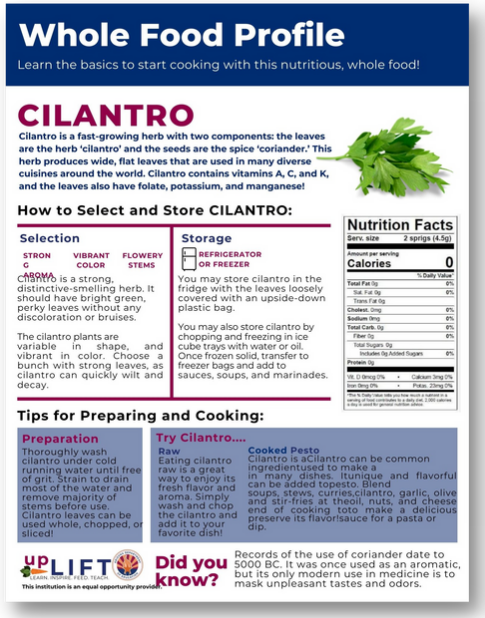
- Air Curtains
- Combi Ovens
- Convection Ovens
- Milk Coolers
- Refrigerators
- Immersion Blenders
- Proofing Cabinets
- Ice Makers
- Air Fryers
- Double Stacked Ovens
- Dishwashers
- Hoods
- Reach-in Refrigerator/Freezers
- Griddles
- Serving Lines
- Stand Mixers
- Tilt Skillets

Top 5 Tips for...

upLIFTing Your Program with the HNS Equipment Grant!

- Be specific and thorough in your application.
- Get familiar with GME and the application process.
- Choose equipment that works in your space.
- Consider installation costs and logistics.
- Prepare for impacts on cash flow.

Resources



Whole Food Profile

How to Use Whole Foods

Research Rundown

Nutrition Knowledge Fact Sheet

https://www.azed.gov/hns/nslp/uplift/

Reminder!

upLIFT Your Voice!

Remember to tell us how YOU upLIFT'ed your voice this month! ADE wants to spotlight your marketing and promotional efforts! Email Ashley.Kennedy@azed.gov with any stories, photos, examples or anything you are excited about!

Looking Ahead

Join us next month!

February upLIFT Webinar

February 20, 2024
1:30 pm - 2:00 pm

Get ready to be inspired! In the February upLIFT webinar, we're diving into how SFAs near you are upLIFTing their Program. Discover the incredible stories of SFAs here in Arizona as they share their journeys of upLIFTing their nutrition programs to new heights. These remarkable efforts are a testament to their commitment to ensuring that every student receives the nourishment they need in their educational journey. Stay tuned for a closer look at how SFAs are making a positive impact on our community and inspiring us all!

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Thank you!

Any questions?
Please type them into the Q&A now.

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in Arizona Professional Learning Development (APLD).

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.

ARIZONA DEPARTMENT OF EDUCATION

Congratulations!

You have completed the **Recorded Webinar: upLIFT Your Menu - Enhancing Your Equipment!**

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Recorded Webinar: upLIFT Your Menu - Enhancing Your Equipment!
- Key Area: 2000-Operations, 3000-Administration
- Learning Codes: 2140, 3510, 3520
- Length: 0.5 hour

Please Note:

- Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.

Congratulations!

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.
*This will not appear in your Event Management System (EMS) Account.

https://www.surveymonkey.com/r/upliftrecordedwebinar

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: upLIFT Your Menu - Enhancing Your Equipment!
- Learning Codes: 2140, 3510, 3520

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   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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