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#### REQUEST FOR APPLICATION

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| **EQUIPMENT ASSISTANCE GRANTS** **FOR SCHOOL FOOD AUTHORITIES***Grant Award Period of Performance ends September 30, 2022*  |
| Deadline**Monday, April 5, 2021 4PM ET****(Applications received after the deadline will not be reviewed.)****Projected Award Date: April 30, 2021** | Issued ByDivision of School and Community Nutrition300 Sower BoulevardFrankfort, KY 40601 |
| Submit all questions in writing to:KDERFP@education.ky.govDeadline for submission of questions:Monday, March 29, 2021 4PM ET | Submit Application to:KDERFP@education.ky.govDeadline for submission of application: Monday, April 5, 2021 4PM ET |
| Restrictions/Conditions:***The competition is open only to School Food Authorities (public schools/districts, private schools, residential child care institutions) that participate in the National School Lunch Program that are at least 50% or above F/R. Districts that submit an application in response to this RFA must comply with Policy Memo SP 17-2020 and*** [***FNS Standard Terms and Conditions***](https://fns-prod.azureedge.net/sites/default/files/SP15-2019a2_1.pdf) ***are incorporated herein by reference.*** |

**Kentucky Department of Education**

**school and community nutrition**

**equipment assistance grants**

**Background**

The United States Department of Agriculture (USDA) has selected Kentucky to receive federal funds for the NSLP Equipment Assistance Grants. These funds were provided by Consolidated Appropriations Act, 2020, (Public Law 116-94). Kentucky will receive $582,015 to assist School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP).

**Eligibility Requirements**

These funds will be awarded via a competitive grant process to SFAs giving priority to high need schools (e.g., schools in underserved areas, schools with limited access to other resources, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced price meals. KDE will use the most recent October Qualifying Data available to document eligibility. Please refer to the KDE School and Community Nutrition web site at [Qualifying Data](https://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx) for that figure.

**Awards**

No grant will be awarded for greater than $25,000 per school. The SFA must have the ability to complete their procurement and expenditure activities by the end of FY 2022 (September 30, 2022).

SFAs that are unable to fully expend their grant amounts must return the unliquidated funds to the State agency. If these funds are returned to the State agency prior to September 30, 2022, the State agency may reallocate available funds (the returned funds and the funds not previously obligated to SFAs) to award the next applicant approved for an equipment grant that had not received funds during the initial competitive grant application process.

**Reporting Requirements**

Awarded SFAs are required to submit quarterly and annual reports to the Division of School and Community Nutrition. The State Agency is also required to submit quarterly and annual reports to the USDA.

This information includes, at a minimum, the following:

* Progress/Challenges made in solicitation, obligation and expenditure of funds by the State Agency
* Progress/Challenges experienced by the SFA/LEA in expenditure of funds
* Number of Equipment Assistance Grant applicants and number approved
* Report on the total amount and percentage of administrative costs expended as compared to the total amount allowable for administrative costs
* School name and free/reduced price rate (Annually)
* Total award amount (Annually)
* The type and cost of each piece of equipment funded (Annually)

Grant applications will be limited per SFA as listed below:

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| **Number of Schools Per SFA That Meet the Eligibility Requirements Identified Above** | **Maximum Number of Applications per SFA** |
| **1 to 10**  | **2** |
| **11 to 20**  | **3** |
| **21 to 50** | **4** |
| **51 to 150** | **5** |

**Allowable and Unallowable Uses of Funding**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Regulations at 2 CFR Part 200.33 define equipment as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. However, per USDA Policy Memo SP 17-2020, KDE will award subgrants to SFAs to purchase equipment, with a value of greater than $1,000, needed to serve healthier meals, improve food safety, and to help support the establishment, maintenance, or expansion of the School Breakfast Program. Grantees should keep in mind that this lower purchase threshold only applies to FY2020 equipment grant funds**.**

As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 applies, and equipment competitively procured using these grant funds must be necessary, reasonable, and allocable. SFAs are required to follow all Federal, State, and Local procurement laws when purchasing equipment with these grant awards.

Funds SHALL be used to purchase equipment to be used in the following ways:

1. Equipment that lends itself to improving the nutritional quality of meals;
2. Equipment that improves the safety of food served in the schools;
3. Equipment that improves overall energy efficiency of nutrition program operations;
4. Equipment that allows SFAs to support expanded participation in the meal service; and,
5. Equipment installation costs.

Funds may NOT be used for:

1. Renovation of existing kitchen or construction of a new one.
2. Equipment already paid for.
3. Point-of-sale system software or hardware; student identification system hardware or software.
4. Any administrative costs associated with applying for the grant or, if successful, implementing the grant.

Submission of Questions

All questions, including those pertaining to the budget, must be submitted via email to kderfp@education.ky.gov by Monday, March 29th 4PM ET

All questions and responses will be posted on the KDE website on or around Wednesday, March 31st

Check the [Website](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) for Q&A and Revisions

It is the responsibility of the applicant to periodically review the [KDE Competitive Grants webpage](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) for revisions to this RFA; posted questions and responses; and further clarification of requirements, both programmatic and technical.

**Submission of Proposal**

Applicants **must** ensure that blinded copies of applications include all pages and attachments.  Blinded copies will be scored as received.

One original and one blind copy shall be submitted for each application. Applicants are responsible for contacting the Kentucky Department of Education (at kderfp@education.ky.gov) confirming the receipt of their applications. Upon response, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.

1. Complete one application for each piece of equipment for which you are requesting grant funds. Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as ***FY21 EquipAsst-District-School Name-Original***. (For example:  Franklin County High School in Franklin County would save the original application as *FY21 EquipAsst-Franklin-Franklin Co HS-Original*.)
2. When blinding a copy, the blind copy should not contain identifying words or names of people, districts, counties, or schools. You may choose to omit this information, use black highlighting in Microsoft Word, completely blank out the identifying info or use XXXX. Scan the completed blind application it its entirety to PDF format. The blind copy should not contain identifying words or names of people, districts, counties, or schools. The cover page does not need to be scanned for the blind copy. Save the blind application as ***FY21 EquipAsst-District-School Name-Blind***. (For example:  Franklin County High School in Franklin County would save the blind application as *FY21 EquipAsst-Franklin-Franklin Co HS-Blind.)*
3. To submit applications
* On the subject line of the email, type ***FY21EquipAsst/name of district/name of school***.
* Email both the original and blind copy to KDERFP@education.ky.gov
* **The date/time on the received email must be on or before 4:00 pm ET, Monday, April 5, 2021.**
	+ Keep in mind that email coming into the Kentucky Department of Education is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always sent or received on the first try.
	+ Applications not received by the deadline will not be reviewed or considered for award.

Evaluation of Application

A committee consisting of persons knowledgeable in the school food service will review applications according to the scoring criteria outlined in the application. The maximum total score each application can receive is 50 points. The following factors, outlined in the Priority of Focus Justification Scoring Rubric, will be evaluated when scoring the justification describing how the piece of equipment will change what you are doing and make a difference in the school nutrition program:

1. Equipment that improves the nutrition and quality of meals (e.g. replacing fryers with combination steamer-ovens)
2. Equipment that improves the safety of food served in the school meal programs (e.g. equipment that holds food at appropriate temperatures)
3. Equipment that improves the overall energy efficiency of the school food service operations (E.g. replacing current equipment with more energy efficient)
4. Equipment used to improve or expand participation in the NSLP and/or the School Breakfast Program (e.g. mobile carts for alternative meal service options)
5. Equipment that promotes smarter lunchroom (e.g. lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices.)
6. Age of current food service equipment or lack of appropriate equipment (e.g. current equipment is outdated and limited, and limits menu variety)

Funding will be awarded according to the total score received.

**Payment for Grants**

Payments will be made on a reimbursement basis up to the award amount. In order to receive payment, SFAs shall submit:

* a copy of the invoice including equipment serial number; and
* a copy of your cancelled check.

Please note, no request for reimbursement will be processed for payment after the end of the Grant Period (September 30, 2022).

**USDA 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)](https://www.ascr.usda.gov/sites/default/files/USDA-OASCR-P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail%28002%29.pdf) or 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.

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