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#### **REQUEST FOR APPLICATION**

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| **FY25 EQUIPMENT ASSISTANCE GRANTS****FOR SCHOOL FOOD AUTHORITIES, FFY 2024 PER USDA SP 20-2024**Grant Award Period of Performance ends September 30, 2026 |
| **Application Deadline:****Friday, February 14, 2025****4 P.M. ET** | **Issued By:****Division of School and Community Nutrition** |
| Submit all questions in writing to:KDERFP@education.ky.govDeadline for submission of questions:*January 24, 2025, 4 P.M. ET* | Submit Application to:KDERFP@education.ky.gov |
| Specific Instructions: **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 apply in response to this RFA must comply with Policy Memo SP 20-2024 and** [**FNS Standard Terms and Conditions**](https://www.fns.usda.gov/fm/fns-standard-terms-and-conditions-template) **are incorporated herein by reference.**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. |

**Kentucky Department of Education**

**school and community nutrition**

**equipment assistance grants**

USDA policy memo: SP 20-2024: Fiscal Year (FY) 2024 National School Lunch Program Equipment Assistance Grants: Expires 9/30/2026)

**Solicitation Schedule**

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| January 21, 2025 | RFA released | Online | N/A |
| January 24, 2025 | Questions deadline | Email | N/A |
| January 27, 2025 | FAQ posted | Online | recommended |
| February 14, 2025 | Application deadline | Send to KDE | **Required** |
| March 2025 | Application review and scoring | Online | N/A |
| April 2025 | Awardees are posted to [KDE Competitive Grant Awards](https://www.education.ky.gov/districts/business/Pages/Competitive%20Grant%20Awards.aspx) webpage.  | Online | N/A |
| Summer 2025 | Funding available to LEA | N/A | Districts |

**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 The Consolidated Appropriations Act, of 2024 (Public Law 118-42). Kentucky will receive funds to assist School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP). **Please note, that available funds for this grant are significantly less than in previous years resulting in fewer awardees. In the event additional funds become available awards will be given to the unawarded schools with the highest application score.**

**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 website 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 its procurement and expenditure activities by the end of FFY26 **(September 30, 2026).**

SFAs that are unable to fully obligate their grant amounts by September 30, 2026, must return the unobligated funds to the State agency by no later than January 15, 2027. 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 the 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) *Recommended information submitted includes:type of equipment, serial number, cost, acquisition date, and site location.*

**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 that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. Per **USDA Policy Memo SP 20-2024**, 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 help support the establishment, maintenance, or expansion of the School Breakfast Program.

As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply, 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 the 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 Proposal**

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

One original and one redacted copy shall be submitted for each application. Applicants are responsible for contacting the Kentucky Department of Education (at kderfp@education.ky.gov) to confirm 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 **FY25 EA District School** (For Example, Franklin County High School in Franklin County would save the original application as FY25 EA Franklin High)
2. When redacting a copy of the application, the redacted copy should not contain the school’s name, district name, county name, or city name. 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 in 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 **FY25 EA District School B**. (For example Franklin County High School in Franklin County would save the blind application as FY25 EA Franklin High B)
3. To submit applications
4. On the subject line of the email, type ***FY25 EA District School.***
5. Email both the original and blind copy to KDERFP@education.ky.gov
	* If possible, **send both attachments in one email**. **ALL PARTS MUST BE RECEIVED BY THE DEADLINE.**
	* Remember that email coming into the KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
	* Applications received after the deadline will not be reviewed or considered for award.
	* Applicants can request confirmation of receipt in their submission email. KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.
	* Do not add others to application submission emails.
	* Do not send Google Docs or documents from Google Drive.
	* Each PDF attachment **MUST** be less than 10,000 KB (or 10 MB) in size. Please work with your technology staff to ensure the correct file size. Files that are above the size limit will not be reviewed or eligible for an 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. To receive payment, SFAs shall submit:

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

Please note, that no request for reimbursement will be processed for payment after the end of the Grant Period (September 30, 2026).

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.​

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the [USDA Program Discrimination Complaint Online Form](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf) (AD-3027) found online at [How to file a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint)​, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

(3)  email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**Government-wide Regulations**

* [2 CFR Part 25: “Universal Identifier and System for Award Management”](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25)
* [2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-170)
* [2 CFR Part 175: “Award Term for Trafficking in Persons”](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-175)
* [2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-180)
* [2 CFR 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200)
* [2 CFR 400: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-IV/part-400)
* [2 CFR Part 415: “General Program Administrative Regulations”](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-IV/part-415)
* [2 CFR Part 416: “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-IV/part-416)
* [2 CFR Part 417: “Non-Procurement Debarment and Suspension”](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-IV/part-417)
* [2 CFR Part 418 “New Restrictions on Lobbying”](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-IV/part-418)
* [2 CFR Part 421: “Requirements for Drug-Free Workplace (Financial Assistance)”](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-IV/part-421)
* [7 CFR Part 3: “Debt Management”](https://www.ecfr.gov/current/title-7/subtitle-A/part-3)
* [7 CFR Part 16: “Equal Opportunity for Religious Organizations”](https://www.ecfr.gov/current/title-7/subtitle-A/part-16)
* [41 U.S.C. Section 22 “Interest of Member of Congress”](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title41-section22&num=0&edition=1999)
* Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the [Privacy Act of 1974, 5 U.S.C. 552a](https://www.justice.gov/opcl/privacy-act-1974), and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
* 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](https://www.justice.gov/oip/freedom-information-act-5-usc-552))

**Suspension/Debarment:** The Recipient agrees to ensure that all sub-recipients are neither excluded nor disqualified under the Suspension and Debarment rules found at [2 CFR Part 180](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-180) and 2 CFR Part [417](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-IV/part-417) by doing any one of the following:

* 1. Checking the System for Awards Management (SAM) to determine if the applicant or Recipient has been debarred or suspended. This information can be found at <https://www.sam.gov/>
	2. Collecting a certification that the entity is neither excluded nor disqualified. Because a Federal certification form is no longer available, the Recipient or sub-Recipient electing this must devise its own.
	3. Including a clause to this effect in the sub-recipient agreement and in any procurement contract expected to equal or exceed $25,000, awarded by the Recipient or a sub-recipient within any agreements.

**Civil Rights:**

**Assurance of Civil Rights Compliance for Child Nutrition:**

The Grantee hereby agrees that it will comply with i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the Grantee agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

**How to apply for multiple pieces of equipment.**

Each school may request up to $25,000 per year. The table below shows a few examples of how to correctly apply for multiple pieces of equipment.

|  |  |  |
| --- | --- | --- |
| **School** | **Equipment Needed****Equipment cost** | **How to apply** |
| West Lovelyville Elementary | Combi-Oven$32,500.00Walk-In Outdoor Freezer$48,420.00 | Since each piece of equipment costs more than $25,000, the school must choose ONE piece of equipment for their grant application. They could only apply for either the Combi-Oven or the Walk-In Outdoor Freezer, not both. If awarded, the reimbursement would be $25,000 (annual maximum award).  |
| East Lovelyville Elementary | Cook and Hold Oven$12,000.00Walk-In Freezer$18,500.00  | Since the school is requesting multiple pieces of equipment, each with a cost of less than $25,000, the school may apply for both pieces of equipment on TWO separate applications, labeled as East Lovelyville El. and East Lovelyville El. B on the school’s name on the application. The two applications would be scored individually and 0, 1, or both could be awarded. The maximum reimbursement if both were awarded would be $25,000 (annual maximum award) |
| Lovelyville Middle | Tilt Kettle$6,800.00Pass-Through Warmer$10,200.00Cold Display Cabinet$4,690.00 | Since the total cost of the three pieces of equipment is less than $25,000 ($6,800 + $10,200 +$4,690 = $21,690), the school may apply for all three pieces of equipment on THREE separate applications, labeled Lovelyville Middle A, Lovelyville Middle B, and Lovelyville Middle C on the School name line of the applicationThe three applications would be scored individually and, 0, 1, 2, or all 3 could be awarded.  |
| Lovelyville High  | 2 Pass-Through Warmers$10,200 each ($20,400 total cost) | Since the school is requesting multiple pieces of the same equipment, each costing less than $25,000, the school can submit ONE application for both.  |
| Lovelyville Primary Center | 2 Serving Lines$16,000 each ($32,000 total cost) | Since the school is requesting multiple pieces of the same equipment and each one costs less than $25,000, the school can submit ONE application for both pieces of equipment. The amount recorded on the application would be $32,000. If awarded, the reimbursement would be $25,000 (annual maximum award).  |

APPLICATION CHECKLIST AND SCORING FOR EQUIPMENT ASSISTANCE

LEA/SFA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document is provided as a tool to assist applicants. It **should not** be submitted as part of the application.

Summary of Required Information:

Percent of F/R for October: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Criteria** |  | **Points****Possible** |
| **Percentage of F/R** | 50 - 59 percent = 1 point60 - 69 percent = 3 points70 - 79 percent = 5 points80 - 89 percent = 7 points90 - 99 percent = 10 points100 percent = 11 points | **11** |
|  |  |  |
| **Priority of Focus**1. Equipment that improves the nutrition and quality of meals. (9 points)
2. Equipment that improves the safety of food served in the school meal programs (8 points)
3. Equipment that improves the overall energy efficiency of the school food service operations (7 points)
4. Equipment used to improve or expand participation in the NSLP and/or the SBP. (6 points)
5. Equipment that promotes smarter lunchrooms (5 points)
6. Age of current food service equipment or lack of appropriate equipment (4 points)
 |  **9** |
| **Paragraph Scoring**(Detailed Rubrics follow) |  **30** |
| **Total Points Possible** |  **50** |

**Paragraph Scoring Rubric**

| **Question 1: Explain the need for the equipment and describe how this piece of equipment will change current program operations.** | **Missing****0** | **Deficient****1** | **Unsatisfactory****2** | **Emerging****3** | **Proficient****4** | **Exemplary****5** |
| --- | --- | --- | --- | --- | --- | --- |
| The **need** for the equipment and how it will **change** program **operations** is not addressed. | The **need** for equipment is inadequately addressed and how it will **change** current program **operations** is not included. | The n**eed** for equipment is not clearly stated. How it will **change** current program **operations** is not adequately addressed. | The n**eed** for equipment is generally stated. The SFA identifies how it will **change** current program **operations** in limited general terms. | The n**eed** for equipment is stated and adequately addressed. The SFA identifies how it will **change** current program **operations**. | The **need** for equipment is clearly stated with adequate details provided. The SFA identifies how it will **change** multiple current program **operations**. |
| **Examples of Missing, Deficient, Unsatisfactory, Emerging, Proficient, and Exemplary responses may include the following information:** | No information submitted | The need for the equipment nor the change to the overall operation is not stated with examples of changes to program(s) and benefits of new equipment. | The need for the equipment and the change to the overall operation is stated with minimal (1-2) examples of changes to program(s) and benefits (1-2) of new equipment. | The need for the equipment and the change to the overall operation is clearly stated with examples (3-4) of changes to program(s) and benefits (3-4) of new equipment. | The need for the equipment and the change to the overall operation is clearly stated with multiple examples (5 or more) of changes to program(s) and benefits of new equipment. Examples (1-2) of issues with current equipment is mentioned. | The need for the equipment and the change to the overall operation is clearly stated with multiple examples (5 or more) of changes to program(s) and benefits of new equipment. Examples (3 or more) of issues with current equipment is mentioned. |

| **Question 2:****Identify the difference(s) that the equipment will make in the school nutrition program.** | **Missing****0** | **Deficient****1** | **Unsatisfactory****2** | **Emerging****3** | **Proficient****4** | **Exemplary****5** |
| --- | --- | --- | --- | --- | --- | --- |
| How the equipment will make a **difference** in the SN program is not identified. | How the equipment will make a **difference** in the SN program is insufficient. | How the equipment will make a **difference** in the SN program is provided in general vague statements and not clearly identified. | One or more ways in which the equipment will make a **difference** in the SN program is simply stated with limited details provided. | One or more ways in which the equipment will make a **difference** in the SN program is stated with adequate details provided. | One or more ways in which the equipment will make a **difference** in the SN program is clearly described with multiple in-depth details provided. |
| **Examples of Missing, Deficient, Unsatisfactory, Emerging, Proficient, and Exemplary responses may include the following information:** | No information submitted | Specific difference(s) the equipment will make is not given and no supporting information is provided. | Specific difference(s) the equipment will make is given but no supporting information is provided.Supporting information includes examples of benefits including quality of food, safety, efficiency, etc. | Specific difference(s) the equipment will make is given with minimal (1-2 examples) supporting information is provided.Supporting information includes examples of benefits including quality of food, safety, efficiency, etc. | Specific and multiple (2-3) difference(s) the equipment will make is given with minimal (3-4 examples) supporting information is provided.Supporting information includes examples of benefits including quality of food, safety, efficiency, etc. | Specific and multiple (4 or more) difference(s) the equipment will make is given with minimal (5 or more examples) supporting information is provided.Supporting information includes examples of benefits including quality of food, safety, efficiency, etc. |

| **Question 3:****Share how the equipment will improve participation, food safety, energy efficiency, nutrition, and quality of meals, and/or promote smarter lunchrooms.** | **Missing****0** | **Deficient****1** | **Unsatisfactory****2** | **Emerging****3** | **Proficient****4** | **Exemplary****5** |
| --- | --- | --- | --- | --- | --- | --- |
| How the equipment will **improve** at least oneof the identified areas is not addressed. | How the equipment will **improve** one or more of the identified areas is included but is not adequately addressed. | How the equipment will **improve** the quality of meals is identified and adequately addressed. | How the equipment will **improve** food safety, nutrition, and quality of meals is identified and adequately addressed. | How the equipment will **improve** participation, food safety, nutrition, and the quality of meals is identified and adequately addressed. | How the equipment will **improve** all the identified areas is identified and adequately addressed. |
| **Examples of Missing, Deficient, Unsatisfactory, Emerging, Proficient, and Exemplary responses may include the following information:** | No information submitted | One of the following items is addressed – participation, food safety, energy efficiency, nutrition, quality of meals, and/or smarter lunchrooms. | Two of the following items are addressed – participation, food safety, energy efficiency, nutrition, and quality of meals and/or smarter lunchrooms. | Three of the following items are addressed – participation, food safety, energy efficiency, nutrition, quality of meals and/or smarter lunchrooms. | Four of the following items are addressed – participation, food safety, energy efficiency, nutrition, and quality of meals and/or smarter lunchrooms. | All five of the following items are addressed – participation, food safety, energy efficiency, nutrition and quality of meals and/or smarter lunchrooms. |

| **Question 4:****Identify how the equipment will be utilized in the SBP, NSLP, ASCP, and/or FFVP.** | **Missing****0** | **Deficient****1** | **Unsatisfactory****2** | **Emerging****3** | **Proficient****4** | **Exemplary****5** |
| --- | --- | --- | --- | --- | --- | --- |
| The programs in which the equipment will be used are not identified and/or how it will be utilized is not addressed. | How the equipment will be utilized is addressed. However, the programs in which the equipment will be **utilized** are not identified. | The programs identified were **ASCP or the FFVP**. How the equipment will be utilized in these programs is adequately addressed. | The program identified isthe **NSLP.** How the equipment will be utilized in the NSLP is adequately addressed. | The programs identified are the **NSLP and SBP.** How the equipment will be utilized in these programs is adequately addressed. | The programs identified are the **SBP, NSLP, and the ASCP or FFVP**. How the equipment will be utilized in these programs is adequately addressed. |
| **Examples of Missing, Deficient, Unsatisfactory, Emerging, Proficient, and Exemplary responses may include the following information:** | No information submitted | Supporting information on how the equipment will be used is provided but no specific programs were mentioned | Supporting information on how the equipment will be used is provided and the only specific program(s) mentioned are ASCP or FFVP. | Supporting information on how the equipment will be used is provided and the specific program mentioned is NSLP. | Supporting information of how the equipment will be used is provided and the specific programs mentioned are NSLP and SBP. | Supporting information on how the equipment will be used is provided and the specific programs mentioned are NSLP, SBP and ASCP or FFVP. |

| **Question 5: Share the process conducted for selecting the school and the piece of equipment needed.** | **Missing****0** | **Deficient****1** | **Unsatisfactory****2** | **Emerging****3** | **Proficient****4** | **Exemplary****5** |
| --- | --- | --- | --- | --- | --- | --- |
| How the school and/or the equipment needs were identified is not addressed. | A general description is provided for either the school selection or the identification of equipment needs but not for both. | A general description is provided for both the school selection and the identification of equipment needs but an established **process** is not provided. | A **process** is provided for both school selection and identification of equipment needs. However, the process is unclear and provides limited information on how it was utilized. | A **process** for both determining school selection and the identification of equipment needs is provided. The process is clear and adequate information is provided on how it was utilized. | A **process** for both determining school selection and the identification of equipment needs is provided. The process is clear and adequate information is provided on how it was utilized. Priority was given to schools in underserved areas, schools with limited access to other resources was considered and the SN programs the school(s) participate in were considered. |
| **Examples of Missing, Deficient, Unsatisfactory, Emerging, Proficient and Exemplary responses may include the following information:** | No information submitted | Justification for the selected school is provided with no examples of supporting information. | Justification for the selected school is provided with limited examples (1) of supporting information.Supporting information may include the following: age or condition of equipment to be replaced, enrollment and current participation, and impact of nutrition program(s) the equipment will be used. | Justification for the selected school is provided with limited examples (no less than 2) of supporting information.Supporting information may include the following: age or condition of equipment to be replaced, enrollment and current participation, and impact of nutrition program(s) the equipment will be used. | Justification for the selected school is provided with examples (ne less than 3) of supporting information.Supporting information may include the following: age or condition of equipment to be replaced, enrollment and current participation, and impact of nutrition program(s) the equipment will be used. | Justification for the selected school is provided with multiple examples (4 or more) of supporting information.Supporting information may include the following: age or condition of equipment to be replaced, enrollment and current participation, and impact of nutrition program(s) the equipment will be used. |

| **Question 6: Identify your timeline to complete the procurement and expenditure activities by Sept. 30, 2026.** | **Missing****0** | **Deficient****1** | **Unsatisfactory** **2** | **Emerging****3** | **Proficient****4** | **Exemplary****5** |
| --- | --- | --- | --- | --- | --- | --- |
| The **timeline** for **completion** of procurement and expenditure of funds is not provided. | A general statement regarding a **timeline** is provided but no information is provided on procurement. | A timeline is not provided and only general information on the procurement process is described. | The **timeline** for completion of the expenditure activities is provided and indicates completion will be by Sept. 30, 2026. Only limited information on the procurement process that will be used is described. | A general **timeline** that outlines the procurement process that will be used and how expenditure activities will be completed by Sept. 30, 2026, is provided. | A detailed **timeline** is provided that includes specific dates in which tasks will be completed, the procurement method is clearly identified, and it is clearly stated that expenditure activities will be completed **by Sept. 30, 2026** |
| **Examples of Missing, Deficient, Unsatisfactory, Emerging, Proficient and Exemplary responses may include the following information:** | No information submitted | A timeline with general dates of completion (month, year) and associated tasks and details that include a few (2-3) of the following items: quote/bid, selection and purchase, installation and date of use.No procurement method or process is provided. | A timeline with general dates of completion (month, year) and associated tasks and details that include a few (2-3) of the following items: quote/bid, selection and purchase, installation and date of use.Procurement method (no process included) used for the solicitation and purchase. | A timeline with general dates of completion (month, year) and associated tasks and details that include most but not all the following: quote/bid, selection and purchase, installation and date of use.Procurement method (no process included) used for the solicitation and purchase. | A timeline with specific dates of completion (month, date, year) and associated tasks and details that include most but not all the following: quote/bid, selection and purchase, installation and date of use.Procurement method and process used for the solicitation and purchase. | A timeline with specific dates of completion (month, date, year) and associated tasks and details that include each of following quote/bid, selection and purchase, installation and date of use.Procurement method and process used for the solicitation and purchase. |

The Equipment Assistance Grant application begins on the following page. Pages 1-14 should not be submitted with your application.

Do not create a cover page for the application.

**Application for FY25 Equipment Assistance Grant**

**Deadline: February 14, 2025, 4 P.M. ET**

**One Application Per School Per Piece of Equipment**

|  |  |
| --- | --- |
| **Name of School District/LEA or SFA:** |  |
| **School or Location Name:** |  |
| **School or Location F/R Percentage:****(from most recent** [**Qualifying Data**](https://www.education.ky.gov/_layouts/download.aspx?SourceUrl=https://www.education.ky.gov/federal/SCN/Documents/2024-2025FinalQualifyingData.xlsx) **)** |  |

|  |  |  |
| --- | --- | --- |
| **Equipment Requested** | **Criteria/Focus Area**(1, 2, 3, 4, 5, or 6) | **Approximate Total Cost\*** |
|  |  |  |

\*List total cost even if it exceeds the $25,000 maximum reimbursement amount.

**Please specify the proposed equipment to be purchased, the Criteria/Focus Area(s) (listed below) addressed, and the approximate cost of the equipment. Selecting more than one criteria/focus area will result in your application being deemed non-responsive and not eligible for funding.**

Criteria/Focus Areas:

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 School Breakfast Program, National School Lunch Program, Afterschool Snack Program, and/or Fresh Fruit and Vegetable Program. (E.g., mobile carts for alternative meal service options)
5. Equipment that promotes smarter lunchrooms (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)

**Please justify the following. Responses should address the Criteria/Focus Area selected. Only answers in the provided boxes will be scored.**

**Do not attach answers, bids, etc. Additional attachments will not be considered in scoring.**

1. Explain the need and describe how this piece of equipment will change current program operations.
2. Identify the difference(s) that the equipment will make in the school nutrition program.

1. Share how the equipment will improve participation, food safety, energy efficiency, nutrition, and quality of meals, or promote smarter lunchrooms.
2. Identify how the equipment will be utilized in the School Breakfast, National School Lunch Program, Afterschool Snack Program, and/or FFVP.
3. Share the process conducted for selecting the school and piece of equipment needed.

1. Identify your timeline to complete the procurement and expenditure activities by Sept. 30, 2026.

**CERTIFICATION OF APPLICATION**

I certify that all the information provided in this application is true and correct and that all local, state, and federal regulations regarding procurement and expenditures will be followed. I certify that these purchases are subject to desktop audit and review by USDA and KDE. I certify that all funds will be expended by September 30, 2026, and will be tracked separately from other School Nutrition Program funds. I certify that all USDA-required reporting will be completed and maintained on file. I certify that no bids will be piggybacked from another bid for this equipment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Superintendent Date

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Signature of Food Service Director Date