APPLICATION CHECKLIST AND SCORING FOR EQUIPMENT ASSISTANCE FY23

LEA/SFA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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** | **Points Awarded** |
| **Percentage of F/R** **(Qualifying data/free and reduced information found** [here](http://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx).) | 50 - 59 percent60 - 69 percent70 - 79 percent80 - 89 percent90 - 99 percent100 percent | **1****3****5****7****10****11** |  |
|  |  |  |  |
|  **Priority of Focus**1. Equipment that improves the nutrition and quality of meals.
2. Equipment that improves the safety of food served in the school meal programs
3. Equipment that improves the overall energy efficiency of the school food service operations
4. Equipment used to improve or expand participation in the NSLP and/or the SBP.
5. Equipment that promotes smarter lunchrooms
6. Age of current food service equipment or lack of appropriate equipment
 |  **9****8****7****6****5****4** |  |
| **Priority of**  **Focus Justification** | 30 points total | **30** |  |
| **Total Points** | **50 Points Max** |  |

Paragraph Scoring:

| Explain the **need** for the equipment and describe how this piece of equipment will **change** current program **operations**. | Missing0 | Deficient1 | Unsatisfactory 2 | Emerging3 | Proficient4 | Exemplary5 |
| --- | --- | --- | --- | --- | --- | --- |
| * 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.
 |

**SCORE FOR 1: \_\_\_\_\_\_\_\_**

2)

| Identify the **difference**(s) that the equipment will make in the school nutrition program. | Missing0 | Deficient1 | Unsatisfactory 2 | Emerging3 | Proficient4 | Exemplary5 |
| --- | --- | --- | --- | --- | --- | --- |
| * 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.
 |

**SCORE FOR 2: \_\_\_\_\_\_\_\_**

3)

| Share how the equipment will **improve** participation, food safety, energy efficiency, nutrition and quality of meals, and/or promote smarter lunchrooms. | Missing0 | Deficient1 | Unsatisfactory 2 | Emerging3 | Proficient4 | Exemplary5 |
| --- | --- | --- | --- | --- | --- | --- |
| * 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 is adequately addressed.
 | * How the equipment will **improve** food safety and nutrition and quality of meals is identified and is adequately addressed.
 | * How the equipment will **improve** participation, food safety, and nutrition and the quality of meals is identified and is adequately addressed.
 | * How the equipment will **improve** all of the identified areas is identified and is 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 are addressed – participation, food safety, energy efficiency, nutrition and 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 and 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.
 |

**SCORE FOR 3: \_\_\_\_\_\_\_\_**

4)

| Identify how the equipment will be **utilized in the SBP, NSLP, ASCP, and/or FFVP.**  | Missing0 | Deficient1 | Unsatisfactory 2 | Emerging3 | Proficient4 | Exemplary5 |
| --- | --- | --- | --- | --- | --- | --- |
| * The programs in which the equipment will be used is not identified and/or how it will be utilized is not addressed.
 | * How the equipment will be utilized is addressed. But the programs in which the equipment will be **utilized** is 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 of how the equipment will be used is provided but no specific programs were mentioned
 | * Supporting information of how the equipment will be used is provided and the only specific program(s) mentioned are ASCP or FFVP.
 | * Supporting information of 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 of how the equipment will be used is provided and the specific programs mentioned are NSLP and SBP and ASCP or FFVP.
 |

**SCORE FOR 4: \_\_\_\_\_\_\_\_**

5)

| Share the **process** conducted for selecting the school and piece of equipment needed. | Missing0 | Deficient1 | Unsatisfactory 2 | Emerging3 | Proficient4 | Exemplary5 |
| --- | --- | --- | --- | --- | --- | --- |
| * 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.
 |

**SCORE FOR 5: \_\_\_\_\_\_\_\_**

6)

| Identify your **timeline** to **complete** the procurement and expenditure activities by **Sept. 30, 2022.** | Missing0 | Deficient1 | Unsatisfactory 2 | Emerging3 | Proficient4 | Exemplary5 |
| --- | --- | --- | --- | --- | --- | --- |
| * 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, 2021. 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, 2021 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, 2021** |
| 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 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 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 of 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 of 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.
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**SCORE FOR 6: \_\_\_\_\_\_\_\_**

**TOTAL SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_**