

**Request for Applications  
2009 National School Lunch Program  
American Recovery and Reinvestment Act (ARRA)  
Equipment Assistance Grant**

**About the Equipment Assistance Grant:**

The American Recovery and Reinvestment Act (ARRA) 2009 provides a unique opportunity for School Food Authorities (SFAs) that participate in the National School Lunch Program (NSLP) to obtain, renovate, or replace equipment for the school meals program. If you need funding to replace old equipment with something more energy efficient, obtain new equipment to improve the quality or safety of the program, or expand the program, this grant opportunity may be of help to you.

Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA), was signed into law by President Obama on February 17, 2009. The ARRA provides a onetime appropriation of \$100,000,000 for equipment assistance to school food authorities (SFAs) participating in the National School Lunch Program (NSLP). Nebraska was allocated \$532,209. As stipulated in the ARRA, priority will be given to SFAs for equipment for school buildings in which at least 50 percent of the students are eligible for free or reduced-priced meals. While the primary effect of the NSLP equipment assistance grants authorized by the ARRA will be to improve the infrastructure in the NSLP, it is important to note that the authority for the grants was provided in the context of the overall effort to stimulate activity within the American economy.

**Eligibility requirements:**

The two USDA memos providing guidance on the ARRA Equipment Assistance Grant are available to view or print on the Nutrition Services' web site at <http://www.nde.state.ne.us/ns/nslp/ARRA/ARRA.htm>

- Grants will be awarded on a competitive basis.
- SFAs must participate in the National School Lunch Program (NSLP).
- Any SFA participating in the National School Lunch Program is eligible to submit an application to receive a NSLP equipment assistance grant; however, priority will be given to SFAs for equipment for school buildings in which at least 50% of the students are eligible for free or reduced-priced meals based on October 2008 data.
- SFAs should be prepared to fully expend their grant funds within 3 months of notification of the grant award.
- SFAs will be required to follow all Federal, State and Local procurement laws when purchasing equipment with the grant funds.
- Equipment obligations made *prior* to the grant award will not be considered for payment.

**Equipment definition:**

- 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 cost of \$5,000 or such lesser amount as the SFA 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 ARRA Equipment Assistance Grant. Part 4 of the application requires you to report your district/institution’s defined equipment threshold amount.

- Equipment procured using NSLP Equipment Assistance Grant funds must be reasonable and allocable in order to be reasonable and permissible costs. (Generally, using NSLP Equipment Assistance 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.)

**Focus Areas**

Equipment purchases must fall into at least one of the four focus areas listed below:

1. 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. 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. 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. Equipment that allows SFAs 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**

Applications will be scored based on the following criteria:

	<u>Points</u>
1. Equipment request meets at least one of the four focus areas listed above.	10
2. The application clearly and concisely explains why the SFA needs the equipment and why the equipment is appropriate for the site.	10
3. The application clearly explains why the SFA needs ARRA funds to purchase the equipment.	10
4. The application reflects consideration for all costs associated with purchase and installation and provides a timeline for the funds to be expended within three months.	10
5. The application reflects the effort to get the best possible value for the money including equipment selection criteria, bid research process and bid reliability.	10
6. The application clearly identifies how the equipment will contribute to the enhancement of the quality of meal service and/or foodservice.	10
7. Significant weight will be given to schools with 50% or more free/reduced price eligibility; or, base/central kitchen with an overall poverty of 50% or more.	40
<b>TOTAL</b>	<u>100</u>

## Timeline

- The equipment assistance grant application is available now. The word version for the Equipment Assistance Grant Application is available online at <http://www.nde.state.ne.us/ns/nslp/ARRA/ARRA.htm>
- Applications must be postmarked by **May 15, 2009**. Faxed or emailed applications will **not** be accepted.
- Grants to qualifying SFAs will be announced no later than **June 12, 2009**.
- Grant recipients must make a reasonable effort to fully expend their NSLP equipment assistance grant award within three (3) months of the award.
- Successful applicants will be required to submit a project status report within three (3) months of the award.

<p style="text-align: center;"><b>Checklist for Submitting the 2009 ARRA Equipment Assistance Grant Application</b></p>
---

1. Complete the 5 parts of the Application. If all questions are not answered, the application will be considered incomplete and will be excluded from grant award consideration.
2. If an application is being submitted for more than one school building in a district, even though some information may be common to all, a separate Equipment Assistance Grant Application must be submitted for each school.
3. The *Signature Page* is the last page of the application. This form must be signed by the district's Authorized Representative and the district's Food Service Manager/Director.
4. A complete application packet includes:
  - Part 1: Grant Criterion Justification
  - Part 2: ARRA Required Reports
  - Part 3: SFA/School Profile
  - Part 4: Equipment Capitalization Threshold
  - Part 5: Signature Page
5. Be sure to keep a copy of the application for your records.
6. Verify the application is complete and mail the original and 3 copies of the application to:

ARRA Equipment Assistance Grant  
c/o Beverly Benes  
NE Department of Education - Nutrition Services  
PO Box 94987  
Lincoln, NE 68509-4987
7. Applications must be postmarked by **May 15, 2009**.
8. Faxed or emailed applications will **not** be accepted.
9. Recipients of the 2009 ARRA Equipment Assistance Grants will be notified in writing by **June 12, 2009**.
10. If you have questions, contact: Bev Benes, Director NDE – Nutrition Services  
800-731-2233  
402-471-2488 (in Lincoln)  
Bev.Benes@nebraska.gov

---

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.



<b>Criteria 2</b>	<b>The application clearly and concisely explains why the school building needs the equipment and why the equipment is appropriate for the site.</b>	<b>Points 10</b>
-----------------------	--	----------------------

Briefly describe the equipment being requested and the site location. Why is this equipment appropriate for the site? Describe the estimated life of the equipment and how frequently it will be used.

<b>Criteria 3</b>	<b>The application clearly explains why ARRA funds are needed to purchase the equipment for the school building.</b>	<b>Points 10</b>
-----------------------	--	----------------------

Describe why the district needs the ARRA funds to purchase this piece of equipment. If your district has excess Net Cash Resource funds in your school lunch account, provide an explanation/justification for not using these funds to purchase the equipment.

<b>Criteria 4</b>	<b>The application reflects consideration for all costs associated with purchase and installation and provides a timeline for the funds to be expended within three months.</b>	<b>Points 10</b>
-----------------------	---	----------------------

**Equipment Specifications and Costs:**

*(If more than one piece of equipment is requested, you will need to complete this page for each piece of equipment)*

Item \_\_\_\_\_

Make and Model \_\_\_\_\_

Size or Other Specifications \_\_\_\_\_

Estimate of Energy Savings \_\_\_\_\_

Cost of Equipment ..... \$

Installation Costs ..... \$

Labor Costs ..... \$

\*Total Dollar Amount Requested: \$

\*Reimbursement will be for actual costs incurred not to exceed total dollar amount requested.

Attach a copy of the equipment bid you have chosen with the grant application. The bid should include the installation and labor costs.

Briefly describe an estimated timeline for the purchase and installation of the proposed equipment. (The grant amount should be expended within three months of the grant award.)

<b>Criteria 5</b>	<b>The application reflects the effort to get the best possible value for the money including equipment selection criteria, bid research process and bid reliability.</b>	<b>Points 10</b>
-----------------------	---	----------------------

Provide assurance that all Federal, State and Local procurement procedures were followed. Describe efforts to research competitive prices. Indicate how you are getting the best possible value for the money (the lowest price is not always indicative of the best value). What criteria were used to determine the best product?

<b>Criteria 6</b>	<b>The application clearly identifies how the equipment will contribute to the enhancement of the quality of meal service and/or foodservice.</b>	<b>Points 10</b>
-----------------------	---	----------------------

How will this equipment enhance the quality of the meal service and/or foodservice?

<b>Criteria 7</b>	<b>Significant weight will be given to schools with 50% or more free/reduced price eligibility; or, base/central kitchen with an overall poverty of 50% or more.</b>	<b>Points 40</b>
-----------------------	--	----------------------

Nutrition Services will determine the percent free/reduced-price eligibility from NDE's Nebraska Student and Staff Record System (NSSRS) database.

**Additional comments supporting your request may be added below:**

**Part 2: ARRA Required Report(s)**

1. ARRA requires a reporting of the number of jobs created or saved. Even though these funds cannot be used for staff, an expanded program might create jobs.

Estimate the number of jobs which will be created due to this award:

Estimate the number of jobs which will be retained due to this award:

Explanation of rationale for job estimates:

1. The award criteria are intended to meet specific requirements of the American Recovery and Reinvestment Act of 2009 (ARRA) Public Law 111-5. Additional recordkeeping requirements may be required as ARRA funds need to be tracked and reported separately from all other funds.
2. Grant award recipients will be notified of additional reporting requirements when made available by the USDA.

**Part 3: School Profile/SFA**

**School Information:**

<b>1. School District Name</b>			
<b>2. School District Agreement Number (6 digits)</b>			
<b>3. School Building Name</b>			
<b>School Building Grades</b>			
<b>Type of Kitchen - Check all that apply</b>			<b># Student Lunches Served</b>
<input type="checkbox"/>	<b>On-Site Kitchen – meals are prepared and served in this location.</b>		
<input type="checkbox"/>	<b>Satellite or Partial-Prep Kitchen – all or some food items may be prepared at a base or central kitchen and transported to this location.</b>		
<input type="checkbox"/>	<b>Base or Central Kitchen - meals are prepared and transported to other school buildings. List all locations that receive meals from this kitchen:</b>		
<b>4. Physical Address of School Building</b>		<b>City</b>	<b>State</b> NE
			<b>Zip</b>

**Contact Information – please print:**

<b>5. Name of Authorized Representative</b> <i>(person designated by the school district as ultimately responsible for all aspects of the National School Lunch Program)</i>			
<b>6. Title</b>			
<b>7. Email Address</b>			
<b>8. Telephone Number</b>			
<b>9. School District Mailing Address</b>		<b>City</b>	<b>State</b> NE
			<b>Zip</b>

**Part 4: Equipment Capitalization Threshold**

School/institution defined threshold amount for reporting equipment as a fixed asset

\$
----

*(See page 2 – bullet #2 for an explanation)*

**Part 5: Signature Page**

I certify that the information in this application is true and correct to the best of my knowledge; that the document has been duly authorized by the governing body of the above named applicant; that the equipment purchased with these ARRA funds will be used as part of the National School Lunch Program; and that the applicant will make a reasonable effort to expend the funds within three months of the grant award notification.

School District's  
Authorized Representative

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Date

School District's  
Food Service Manager/Director

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Date