



**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: October 6, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: FY 2018 Competitive Grant Application for National School Lunch Program (NSLP) Equipment Assistance Grants

Virginia received \$478,278 in National School Lunch Program (NSLP) Equipment Assistance Grant funds from the U. S. Department of Agriculture (USDA). These grant funds will be awarded through a competitive process to eligible school food authorities (SFAs) participating in the National School Lunch Program (NSLP).

The 2018 NSLP Equipment Assistance Grant funds are intended to assist schools in purchasing equipment to serve healthier meals; meet the updated nutrition standards and meal patterns with emphasis on more fruits and vegetables in school meals; expand access to school breakfast or lunch; improve food safety of meals served; or, improve overall energy efficiency of the school food service operation.

In compliance with the statutory requirements, priority must be given to high-need schools (i.e., schools in underserved areas, schools with limited access to other resources, and schools with aging food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced price meals. In addition, priority must be given to schools that did not receive a previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009, or the FY 2010, FY 2013, FY 2014, FY 2015 and FY 2016 Agriculture Appropriations Acts.

Who Can Apply?

Virginia School Food Authorities are eligible to apply on behalf of their school sites that participate in the National School Lunch Program.

What is the Definition of Equipment?

Equipment requests may include new or renovated equipment, or renovation or replacement of existing equipment. Title 2, *Code of Federal Regulations (2 CFR)*, Part 200.33 defines 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 federal Capitalization Threshold of \$5,000. In other words, the cost of each piece of equipment must equal or exceed \$5,000.

How Many Equipment Items Can I request?

The \$478,278 allocated for equipment purchases in Virginia is a statewide allocation. The Department of Education (DOE) may award partial grants to schools. For example, one piece of equipment may be funded instead of the two pieces requested, or a lesser amount may be awarded than requested. If more than one piece

of equipment is requested on the school application, prioritize the items in order of need. No more than two equipment items per school or school nutrition site may be requested. Each equipment item requested must meet the \$5,000 capital equipment threshold to be considered for funds.

School divisions are required to follow federal, state, and local procurement laws and regulations when purchasing equipment with these grant funds and provide for full and open competition. Federal procurement regulations at 7 CFR 210.21 and 2 CFR Part 200.317-326 apply. As with all federal grant funds, equipment procured using NSLP Equipment Assistance Grant funds must be necessary, reasonable, and allocable. Therefore, using these grant funds to purchase a walk-in freezer or a salad bar for the school nutrition program would be allowable costs. However, renovation of the food service area or building an extension to a cafeteria are not allowable costs in the school nutrition programs and would not be eligible for this grant funding. Those construction and renovation costs must be paid for with other school division funds. Equipment may not be purchased with these grant funds for use by programs other than the school nutrition program. Equipment for which funds have already been obligated is also not eligible for this grant.

Application: Due Friday, October 27, 2017 by 5 p.m.

Attachment A: General information, evaluation criteria, application submission timelines, and certification can be found in Attachment A to this memo. Please complete this attachment for your SFA.

Attachment B: Complete Attachment B for each site for which you are requesting funding. You may request funding for up to five sites.

Attachment C: For each piece of equipment, please complete Attachment C and indicate the priority if more than one piece of equipment is requested per site. No more than two pieces of equipment per school site, valued at a minimum of \$5,000 each, may be requested.

Consideration will be given to the SFA justification for the equipment based on several factors outlined in the grant application. Completed grant applications must be submitted by the school division on behalf of individual schools.

- The complete grant application must be submitted electronically to: SNPPolicy@doe.virginia.gov
 - Supporting documentation of the anticipated cost for each piece of equipment requested must be scanned and submitted with the application (i.e., price quote from vendor). If supporting documentation is not included with each school level application, the equipment request for that school will not be considered.
- The school division must name the application file according to the following format:
 - *Division Name-Division Number-2018 Equipment Grant Application*
For example: Accomack-001-2018 Equipment Grant Application
- The complete application must be **received**, electronically, by **5 p.m. on Friday, October 27, 2017**.
- Late submissions and submissions without original signatures will be disqualified. Applications and certification signature pages not physically received by the DOE, Office of School Nutrition Programs by 5 p.m. on the deadline date will **not** be accepted.

Grants will be awarded by **November 15, 2017**. The school division must spend and claim reimbursement for all grant funds awarded by **June 30, 2018**. The grant award document for those divisions selected to receive funds will provide details on the approved school sites, approved items of equipment by site, and the grant award amount for each equipment item approved. Grant recipients must comply with government-wide regulations, principles, and assurances as described in Attachment D of this memorandum. The NSLP Equipment Assistance Grant funds will be paid to awardees on a reimbursement basis. Reimbursement will only be for the actual expenses up to the award amount approved for each item. Funds not spent on the equipment approved for the grant award may not be spent on other equipment or for other schools in the division.

If you have questions or need additional information, please contact the school nutrition program specialist assigned to your division, or Sandy Curwood, Director of School Nutrition Programs at sandra.curwood@doe.virginia.gov or (804) 225-2074.

Attachments:

- A. [Grant Application for the FY2018 Equipment Assistance Grants - Division Application](#) (PDF)
- B. [Grant Application for the FY2018 Equipment Assistance Grants - Site Application](#) (PDF)
- C. [Grant Application for the FY2018 Equipment Assistance Grants - Equipment Application](#) (PDF)
- D. [Government-Wide Regulations and Assurance of Civil Rights Compliance](#) (PDF)

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