

## How to Apply for NSLP Equipment Assistance Grant Funds

The following are Instructions for successfully preparing and submitting a grant Application for managing the grant funds at the local level and responding to Federal reporting requirements.

**This communication includes the:**

- (1) SFA Application Summary and**
- (2) School Application**

**(1) SFA Application Summary:** The purpose of the SFA Application Summary is to enable SFA officials to prioritize equipment assistance grant requests. Ideally, funds would be available for all applications; however, this is highly unlikely given the limited funding. Therefore, each SFA must prioritize its requests. Where possible, priority for Equipment Assistance Grants will be given in the same order of preference as listed by the SFA on the SFA Application Summary.

The SFA must provide the student enrollment and Average Daily Participation (ADP) for lunch as of October 30, 2016. A brief description of the equipment is required along with the age of the current equipment if the Equipment Assistance Grant will be used to replace old equipment. The SFA must indicate whether the grant funds may be fully expended by September 1, 2017 and whether equipment requested will have a useful life of one or more years; no grants will be awarded for equipment that does not meet these criteria. Finally, the SFA Application Summary must be signed by the School Nutrition Administrator and Superintendent.

**(2) School Application:** A School Application must be completed for each piece of equipment for which grant funds are requested. If one school is in need of three (3) pieces of equipment, then three (3) School Applications must be completed. The School Application must include the total school enrollment, the percentage of students that qualify for free or reduced price meals OR the Identified Student Percentage, if the school participates in the Community Eligibility Provision, and the average daily participation (for lunch) as of October 30, 2016. Each School Application must include a brief description and specification for the equipment requested. Competitive formal bids or written quotes must be obtained for each piece of equipment included in the Application. The SFA must select the most responsive and responsible bid or quote from all bids or quotes submitted. The amount of the most competitive bid or quote, as determined by the SFA, must be provided. A copy of the original solicitation and the bid or quote provided by the most responsive and responsible Vendor must be attached to the School Application

Equipment purchases using AAA funds must achieve one or more of the following goals:

1. Improve the safety of food served in the School Nutrition Programs;
2. Increase the overall energy efficiency of the School Nutrition operations;
3. Increase student participation;

4. Improve the quality of meals in the School Nutrition Programs;
5. Allow for the adoption of innovative meal service strategies (i.e. changes in the meal service or dining environment that provide lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices, redesigning menus that target healthier entrees/options); and
6. Promote the storage, preparation and/or service of locally grown agricultural products.

For each piece of equipment requested, please complete the checklist. The justification must be based on one, more or all of the goals listed above.

## Submitting the SFA Application Summary and School Application(s)

In order to complete the application process, the SFA must submit two (2) copies each of the SFA Application Summary and School Application, each with **original signatures**.

**The applications must be received on or before 5:00 pm, Wednesday December 7, 2016 by the School Nutrition Services Section at the address shown below:**

via non-U.S. Postal Service company (i.e., FedEx, UPS): North Carolina Department of Public Instruction  
School Nutrition Services Section  
301 N. Wilmington Street 7th Floor South  
Raleigh, NC 27601  
ATTENTION: EQUIPMENT ASSISTANCE GRANT APPLICATION

We discourage the use of the US Postal Service since there is no assurance that the application packet will arrive in a timely manner.

We recommend applications be delivered to the section by traceable means in a manner that enables the SFA to receive written confirmation of delivery. **Applications/Proposals that arrive after 5:00 PM on December 7, 2016 will not be considered.**

## Criteria for Application Selection

To be selected for an Equipment Assistance Grant, the SFA must:

- Operate in compliance with the Regulations of the Federally-funded School Nutrition Programs for which the SFA is approved;
- Submit the completed SFA Application Summary with schools and equipment prioritized;
- Submit one (1) School Application per piece of equipment, per school;

- Include a copy of the solicitation document and the competitive bid or written quote submitted by the most responsive and responsible Vendor with each School Application;
- Be able to spend the Equipment Assistance Grant funds in their entirety no later than **September 1, 2017**;
- Indicate the percentage of students that qualify for Free/Reduced Price meals OR the Identified Student Percentage for each school for which funds are requested;
  
- Indicate the Average Daily Participation for lunch in each school for which an application is submitted;
- Justify the need for the equipment based on one or more of the equipment goals;
- Comply with the requirement to have not more than Three (3) Months Operating Balance; and
- Submit complete and accurate SFA Application Summary and School Applications by **December 7, 2016**.
- Please remember, for the sake of accuracy, sales tax may not be included in the Vendor's Bid/Quote since this amount will not be part of the grant award