

## REGIONAL OFFICE CHECKLIST FOR REVIEWING STATE AGENCY NSLP EQUIPMENT GRANT PROPOSALS

***All proposals submitted under this RFA must contain all the applicable elements as described in this announcement. The following checklist has been prepared to assist in ensuring that the proposal is complete.***

- Did the SA submit the RFA to RO for prior approval, prior to issuing the RFA to SFAs?
- Did the SA develop a grant award process that appears to be fair and equitable?
- Did the SA develop a full and open competitive application process?
- Did the SA give priority to schools in which 50 percent or more of the students are eligible for free or reduced-price meals? (e.g. schools in underserved areas, schools with limited access to other resources)
- Did the SA prioritize schools that did not receive a previous NSLP Equipment grants (ARRA and the FYs 2010, 2013, 2014 and 2015 Equipment Grants)?
- Did the SA Equipment grant RFA provide an opportunity for the SFA to justify its need for equipment in schools participating in the NSLP? SAs are encouraged to consider the following criteria:
  - Equipment used to improve or expand participation in the NSLP and/or the School Breakfast Program
  - Age of current food service equipment or lack of appropriate equipment
  - Equipment that improves the safety of food served in the school meal programs
  - Equipment that improves the overall energy efficiency of the school food service operations
  - Equipment that improves the nutrition and quality of meals (e.g. replacing fryers with combination steamer-ovens)
  - Equipment that promotes smarter lunchrooms (e.g. lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices)
  - The availability of existing State and local funding for equipment purchases
- Did the SA create specific criteria in their competitive NSLP Equipment grant process that best represent the specific needs of SFAs in their State?
- Did the SA create a competitive grant process that requires the SFA to justify how the requested equipment will improve the quality of the SFAs school meals or expand school meals participation?
- Did the SA make clear in the RFA what type of equipment purchases would be allowed (new equipment, renovation of equipment, replacement of equipment, installation costs)?
- Did the SA make clear in the RFA the definition of equipment for the purpose of the grant (Federal capitalization threshold of \$5,000, or State or local threshold if applicable)?
- Did the RFA make clear to SFAs they must following all Federal, State, and Local procurement laws when purchasing equipment with these grant awards?
- Did the RFA make clear to SFAs the performance period for the grant awards, and that all procurement and expenditure activities must be completed no later than the end of FY 2018 (September 30, 2018)
- Did the SA indicate in the RFA that the data required to be reported by the SFAs includes quarterly and annual progress activity reports?
  - Progress made in obligating funds at the State level and expending funds at the SFA level
  - Accomplishments and challenges in expenditure activities
  - Impact of purchased equipment on the school food service operation
  - Reason(s) for any unliquidated funds
  - Potential return of equipment
  - Report on the total amount and percentage of administrative costs expended as compared to the total amount allowable for administrative costs
  - Which SFA's have received funding (annually)
  - How much funding was received (annually)
- Did the SA indicate in the RFA the following SFA requirements on pages 2 and 3 (as applicable)?

**Grant recipients chosen for an award from this RFA must comply with the following regulations, principals, and assurances.**

**GOVERNMENT-WIDE REGULATIONS**

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA Implementing regulations" Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Nonprocurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 41 USC Section 22 "Interest of Member of Congress"
- Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55)
- "The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006"

**COST PRINCIPALS**

- 2 CFR, Part 200: Subpart E, Cost Principles

**USDA REGULATIONS**

- 7 CFR Part 15: "Nondiscrimination"
- 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).

## ASSURANCE OF CIVIL RIGHTS COMPLIANCE

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies And Procedures
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance inconsideration of and for the purpose of obtaining the funds provided under this agreement.
- The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

## NONDISCRIMINATION STATEMENT

- 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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. 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: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**

