

Request for Applications (RFA)
2023 National School Lunch Program
Equipment Assistance Grant for
School Food Authorities
Federal Fiscal Year 2023

School Nutrition
Division of Food and Nutrition

2023 National School Lunch Program Equipment Grant
Division of Food and Nutrition



National School Lunch Program Equipment Grant (NSLPE)

The NSLPE is administered by the Nevada Department of Agriculture – Division of Food and Nutrition.

Application Deadline and Contact

Applications packages are due on November 17, 2023, by 5:00 p.m. PST

If you have questions, please contact the following School Nutrition program staff for assistance.

Megan Jensby
(775) 221-9962
m.jensby@agri.nv.gov

Link to NSLPE Grant Package

http://agri.nv.gov/Administration/NSLP_Equipment_Assistance_Grant/

2023 National School Lunch Program Equipment Grant
Division of Food and Nutrition



Table of Contents	
General Grant Information	Page 3
Application Deadline	Page 3
Eligible Equipment Requests	Page 4
Fiscal Requirements	Page 4
Assurances	Page 4
Other Requirements	Page 4
Application Submission Instructions	Page 5
Timeline	Page 5
Application Checklist	Page 6
Statement of Need/ Budget	Page 6
Application Review & Selection Process	Page 6
Grant Award/ Post-Award Process	Page 7
Budget Changes	Page 7
Request for Reimbursement	Page 7
Reporting Requirements	Page 8
Property Disposition Report	Page 8

2023 National School Lunch Program Equipment Grant

Division of Food and Nutrition



General Grant Information

The Consolidated Appropriations Act, 2022, (Public Law 117-103), to State agencies to competitively award Equipment Assistance Grants to eligible School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP). Nevada has been selected to receive funding in the amount of \$237,985 to be distributed to the SFA for the replacement, purchase or updating of equipment. The grant period for this grant ends September 30, 2025. All requests for reimbursement must be submitted to the state agency by September 5, 2025.

Priority will be given to schools for the following:

- Site need
- FRL% greater than 50%
- Schools that did not receive funds from previous Equipment Grants
- Number of students impacted

These funds are a significant investment in assisting SFAs with meeting current needs by allowing the purchase of capital less than \$5,000. For the FY 2023 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000. Selection criteria factors that will be considered include, but are not limited to the following:

- Improve nutrition quality
- Improve food safety
- Improve energy efficiency of food service
- Increase participation
- Help support expansion of the School Lunch/Breakfast Programs

This is a competitive grant and SFAs must complete their 3 bids per item no later than November 17, 2023. Grant applications submitted will be reviewed and scored by an NDA evaluation committee. Grant applications are considered public information once submitted.

SFAs that are approved to receive funding may receive a 90% advancement of the grant award if the required documentation is submitted. Detailed instructions on how to request an advancement of grant funds will be distributed to SFAs approved for a grant award. All funding is contingent on the Nevada Department of Agriculture's receipt of federal funds and approval of all funding by the Nevada Interim Finance Committee.

Application Deadline

To be eligible for consideration, the NDA must receive all submissions via e-mail no later than **5:00 p.m. PST on November 17, 2023.**

All documents must contain original or certified electronic signatures and be complete. The Nevada Department of Agriculture will **not** consider any incomplete application submissions or applications received by mail or fax.

Terms of Grant

- Applications will be reviewed and scored, and applicants notified of preliminary award by **December 8, 2023**.
- Final announcement of recipients and amounts will be announced by **December 22, 2023**.
- Evaluations of installed components is due by **August 1, 2025**.
- Request for reimbursement must be submitted by **September 5, 2025**.

Eligible Equipment Requests

As with all Federal grant funds, equipment procured using FY 2023 NSLP Equipment Assistance Grants funds must be practical and allocable to be reasonable and permissible costs. See NSLP 2015-23 National School Lunch Program Approved Equipment List to view the approved equipment list. Types of allowable equipment purchases may be new or renovation of equipment, replacement of equipment and/or installation costs.

At least 3 quotes for each piece of equipment requested will be required and are to be included with your submitted application. The 3 quotes must be from 3 separate vendors and each quote must be clearly marked on each page. Funding will be granted based on the lowest quote. To be considered, **each piece of equipment must be at least \$1,000** requested including shipping and installation costs.

If you wish to use grant funds to purchase equipment items not on the list, please submit a request for approval to **Megan Jensby, Program Officer I, (775) 221-9962** or **m.jensby@agri.nv.gov** prior to the application deadline.

Fiscal Requirements

NDA will recover funds from agencies that do not submit invoices for approved budget items by September 4, 2025.

In no case will USDA Grant funds be commingled with the personal funds of, or be used for personal purposes by, any officer, employee, or agent of the recipient; nor will any of these funds be deposited in personal bank accounts for disbursement by personal check (2 CFR 200).

Assurances

Review the assurance statements provided with the 2023 Equipment Grant Application, *Sign and return the assurance form with the completed application.*

Other Requirements

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov) Please visit [SAM.gov](https://sam.gov) for your Unique Entity ID.

Conflict of Interest

Grant recipients shall avoid any action that might result in or create the appearance of:

- Giving preferential treatment to any person, vendor, or entity.
- Adversely affecting the public confidence in the integrity of the program.

No sub-recipient employees may participate in the process of contracting or sub-granting out Federal funds if any real or apparent conflict of interest would be involved. Sub-recipient employees are to neither solicit nor accept gratuities, favors or anything of value from contractors, or parties to sub-agreement.

Application and Submission Instructions

Electronic copies of completed applications with original documents must be received by:
Thursday, November 17, 2023, at 5:00 p.m. PST

Applications will only be accepted via e-mail. **No faxed or mailed applications will be considered.**

When submitting applications via email, please include BOTH email addresses listed below:

fnd@agri.nv.gov

AND

m.jensby@agri.nv.gov

Questions

Incomplete or late applications will not be considered for funding so please ensure that you thoroughly read this document and address all questions completely prior to submission.

Inquiries regarding the application process should be addressed to:

Megan Jensby, Program Officer I (775) 221-9962 m.jensby@agri.nv.gov

Timeline

October 6, 2023 – Request for Applications (RFA) released by NDA.

November 17, 2023 – Completed Applications packages are due to NDA.

December 1, 2023 – Applications reviews and scoring completed.

December 8, 2023 – Final announcement of recipients and amounts.

August 1, 2025 – Evaluations of Installed Components Due (Required for reimbursement).

September 6, 2025 – Requests for reimbursement must be submitted by this date.

Application Checklist

Below is a list of required documentation you must submit for your application to be considered complete*:

- 2023 Equipment Assistance Grant Application (Sections 1, 2&3, 4)
- Contact Information Form
- Central Kitchen Form (if applicable)
- School Kitchen(s) Form
- Signed Assurances Form – included with section 1 of application
- Equipment Quotes (*Must include **three** quotes for each piece of equipment requested*)

**Please note: Failure to complete and submit all the required documents in their entirety or submitting late will result in your application being denied.*

Statement of Need/Budget

Complete the 2023 Equipment Grant Application Sections 1- 4. Explain why and how the equipment you wish to purchase is necessary to support your efforts to increase participation, improve nutrition quality, improve food safety, improve energy efficiency, and/or help support expansion of the School Lunch/School Breakfast programs.

Application Review and Selection Process

Applications will be reviewed by an NDA evaluation committee to provide a financial and technical review of applications for eligibility, completeness, accuracy, and compliance with the requirements outlined in this RFA announcement. If an applicant grant package is deemed ineligible, NDA staff will provide information about the components or elements that did not meet eligibility requirements. During the application review process, clarification regarding application content may be requested by the Nevada Department of Agriculture.

If applicants would like to review their evaluation criteria, a request can be submitted to the Program Specialist within 30 days of receiving written notice of application review status. Grant applications submitted are considered public information once submitted.

Appeal Process

If an application is not funded, the applicant may appeal if the applicant demonstrates one of the following: 1) The application was submitted incorrectly; 2) Department staff provided misinformation; or 3) Department staff failed to follow existing policies.

Notice of Appeal must be made in writing on the applicant agency's letterhead to the Fiscal Administrator of the Nevada Department of Agriculture within seven (7) calendar days of the Intent to Award announcement on the Department's website. The Notice of Appeal must be signed by the same Authorized Representative who signed the application submittal cover letter.

Grant Award/Post-Award Process

Upon final approval, all sub-grant recipients must sign a Notice of Sub Grant Award Agreement stating that funds shall be used as described in the application. A signed and initialed grant guidelines document must also be submitted to demonstrate acknowledgement and understanding of sub-grant requirements.

By signing the sub-agreement, you agree to the following:

- The terms in the Uniform Federal Assistance Regulations.
- To complete activities outlined in your approved grant application.
- To comply with all state and federal laws, approved budget, NDA policy/procedures, and Award Terms and conditions of parent award.
- To disclose conflicts
- To use award funds for purposes only as specified in agreement.
- To comply with all labor laws, including the Civil Rights Act of 1964 and the American With Disabilities Act.
- To complete and submit a Property Disposition Report Form.

Budget Changes

All requests for budget changes to grant awards must be submitted in writing and should include a description, justification, and the designated official's signature. Proposed budget changes will be reviewed by program staff for their practicality. Program staff will make recommendations for changes in writing to the Fiscal Administrator. The Fiscal Administrator will provide a final decision in writing to the grantee. Grantees cannot make changes to the grant award without written prior approval from the Nevada Department of Agriculture.

Proposed budget changes should be e-mailed to both:

Megan Jensby, m.jensby@agri.nv.gov

Request for Reimbursement

Funds are disbursed on a reimbursement basis and upon submission of a payment request form and adequate supporting documentation, such as a purchase order.

Supporting documentation includes receipts, invoices, and copied checks of approved purchases. If receipts do not clearly specify what items were purchased and utilized for grant activities, you must specify exactly what the items were/are. Itemized expense reports are strongly encouraged. Payments will be made within 30-45 days after receipt of properly completed reimbursement requests. All funds must be expended by September 6, 2025. The NDA will recover funds from agencies that do not submit invoices for approved budget items by September 5, 2024.

Evaluation of Installed Components

All equipment must be received by the SFA by August 1, 2025. This is required to be completed for reimbursement.

Reporting Requirements

The primary goal of the NSLP Equipment Assistance Grant is to improve the infrastructure of the NSLP program. For each school or central kitchen equipment purchase, provide an objective for measuring program infrastructure improvement in at least one of the following four focus areas:

- a) Equipment that lends itself to improving the quality of school foodservice meals.
- b) Equipment that improves the safety of food served.
- c) Equipment that improves the overall energy efficiency of the school foodservice operations
- d) Equipment that allows SFAs to support expanded participation in a school meal program.

Provide baseline or comparison data for each objective which will be used to document achievement of objectives.

Quarterly and Annual Progress Reports

SFA's must provide quarterly and annual progress activity reports that includes the following information:

- 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
- How much funding was received (annually)

Property Disposition Report

Sponsors are required to track and report each item purchased with federal funds. This report must be submitted with the application package for any previous years Equipment Grant purchases. A Property Disposition Report will accompany the 2023 Equipment Award Grant Paperwork.