



**Nevada
Department
of Agriculture**

**Request for Application (RFA)
National School Lunch
Programs Equipment
Assistance Grant for School
Food Authorities**

Division of Food and Nutrition

NSLP Equipment Assistance Grant Application

Division of Food and Nutrition



National School Lunch Program Equipment Assistance Grant (NSLP EAG)

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

Application Deadline and Contact

Applications packages are due on January 31, 2025, by 5:00 p.m. PST.

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

Megan Jensby

(775) 353-3668

m.jensby@agri.nv.gov

Link to NSLP EAG Package

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

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General Grant Information

The Consolidated Appropriations Act, 2024 (Public Law No. 118-47), provides funding to award grant funds to State agencies, which will competitively distribute Equipment Assistance Grants (EAG) to eligible School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP). Nevada has been allocated \$79,796 to be distributed to SFAs for the replacement, purchase, or upgrading of equipment. The grant period extends through September 30, 2026. All reimbursement requests must be submitted to the state agency by May 31, 2026.

Priority will be given to schools for the following:

- Site need
- Free and Reduced Meal Percentage greater than 50%
- Schools that did not receive funds from previous NSLP Equipment Grants
- Number of students impacted

These funds are a significant investment in assisting SFAs with meeting current needs. For the FY 2024 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000. Selection criteria that will be considered include, but are not limited to the following:

- Improved nutrition quality
- Improved food safety
- Improved energy efficiency of food service
- Increased participation
- Supports expansion of the School Lunch/Breakfast Programs

This is a competitive grant, and School Food Authorities (SFAs) are required to submit three quotes per item along with their completed application. All grant applications will be reviewed and scored by an evaluation committee from the Nevada Department of Agriculture (NDA). Please note that once submitted, grant applications become public information.

Single Point of Contact (SPC)

The SPC (Single Point of Contact) for this RFA is listed on the Contact Information Sheet, along with their contact details. Applicants must direct all communications related to any aspect of the EAG - whether regarding technical requirements, grant criteria, the application process, or any other provision solely to the SPC.

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 January 31, 2025.

All documents must include original signatures in blue ink or certified electronic signatures and be fully completed. The Nevada Department of Agriculture will not accept incomplete applications or applications submitted via mail or fax.

Terms of Grant

- Applications will be reviewed, scored, and applicants notified of preliminary award by February 4, 2025.
- Final announcement of recipients and amounts will be announced by February 7, 2025
- Requests of reimbursement for all items must be submitted by May 31, 2026.

Eligible Equipment Requests

As with all federal grant funds, equipment purchased with FY 2024 NSLP Equipment Assistance Grant funds must be practical, allocable, and considered reasonable and permissible costs. For a list of approved equipment, refer to numbered memo NSLP RCCI SMP 2025-06 Updated Capital Expenditure Threshold. Allowable equipment purchases may include new or renovated equipment, equipment shipping, and associated installation costs.

At least three quotes for each piece of equipment requested are required to be included with your submitted application. The quotes must be for equivalent items 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.**

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) 353-3668** or m.jensby@agri.nv.gov **prior to the application deadline.**

Fiscal Requirements

NDA will not reimburse SFAs that do not submit invoices for approved budget items by June 1, 2026.

Assurances

The SFA agrees to comply with the requirements of the following regulations (as applicable):

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:** “Non-procurement Debarment & Suspension”
- **2 CFR Part 418:** USDA “New Restrictions on Lobbying”
- **2 CFR Part 421:** “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 (P.L. 112-55)

- “The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006”
- **7 CFR Part 3: “Debt Management”**
- **7 CFR Part 16: “Equal Opportunity for Religious Organizations”**
- 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)
- Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

Cost principles

- **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; and
- 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 in consideration 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g.,

Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Departmental Regulations on Grants & Cooperative Agreements

The local entity will comply with the following USDA regulations:

- **7 CFR Part 3015**, Uniform Federal Assistance Regulations.
- **7 CFR Part 3016**, Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **7 CFR Part 3019**, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.
- **7 CFR Part 3051**, Audits of Institutions of Higher Education and Other Nonprofit institutions

Contractual Provisions and Indemnity

- Neither the State of Nevada nor any agency thereof shall hold harmless or indemnify any institution for any liability whatsoever.
- Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State of Nevada, or any agency thereof, has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Nevada shall not agree to pay attorney fees and late payment penalties in the absence of a judicial order.
- By signing this agreement, the representative of the Institution thereby represents that such person is duly authorized by the Institution to execute this agreement and that the Institution agrees to be bound by the terms of the agreement.
- The State of Nevada, or any agency thereof, is not responsible for any Federal, State, or local tax liability that an Institution may incur as a result of participation in the CNP. The

Institution shall indemnify and hold the NDA, its agents and employers, harmless from any loss, causes of action, liability, attorney's fees or claim for damages or injury to persons or property arising out of the performance of this Agreement to the extent such liability, loss, or claims are caused by the result from the negligent or intentional acts or omissions of the Institution, its agents or employees.

Requirements For Sponsor/School Food Authority (SFA) Participation In National School Lunch Program, School Breakfast Program And Special Milk Program

- The Sponsor/SFA and participating schools and facilities under its jurisdiction shall comply with all provisions of **7 CFR parts 210, 215, 220, and 245**. The Sponsor/SFA further agrees to the following specific provisions, as applicable:
 1. To maintain a nonprofit school food service and/ or a nonprofit milk service.
 2. To observe the limitations on the use of Program revenues set forth in **7CFR 210.14a, 220.13(I) and 215.8 (d) (1)** and the limitations on any competitive school food service as set forth in **7CFR 210.11b**;
- To limit its net cash resources to an amount that does not exceed three months average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with **7CFR 210.19a, 220.7 (e)(1)(I) and 220.13(I)**;
 3. To maintain a financial management system as prescribed in **7CFR 210.14(c), 220.13(I) and 215.7(d)(6)**;
 4. To comply with the requirements of the USDA regulations regarding financial management (**7CFR 3015**);
 5. Maintain final administrative and management responsibility for the after school snack care program including site(s);
 6. To serve meals and supplements (snacks), which meet the minimum requirements prescribed in **7 CFR 210.10, 210.10a, 220.8, and 220.8a**;
 7. For pricing programs, to price meals and supplements (snacks) as a unit;
 8. To serve Program meals, milk and supplements (snacks) free or at a reduced price to all children who are determined by the Sponsor/SFA to be eligible for such meals under **7CFR 245**;
 9. To serve Program meals, milk and supplements (snacks) free or at a reduced price to all children who are determined by the Sponsor/SFA to be eligible for such meals under **7CFR 245**;
 10. If charging for meals or supplements (snacks), the charge for a reduced-price breakfast shall not exceed 30 cents, the charge for a reduced price lunch shall not exceed 40 cents and the charge for a reduced price supplement (snack) shall not exceed 15 cents;
 11. To claim reimbursement at the assigned rates only for reimbursable meals and supplements (snacks) served to eligible children. Agree that the Sponsor/SFA authority official signing the claim shall be responsible for reviewing and analyzing meal and milk counts to ensure accuracy as specified in **7CFR 210.8, 220.11 and 215.11**;
 12. To count the number of free, reduced price and paid reimbursable Program meals at the point of service, as approved by the State Agency;
 13. To submit Claims for Reimbursement in accordance with **7CFR 210.8, 220.11, 215.9 and 215.11**;
 14. To comply with USDA requirements regarding nondiscrimination;

15. To make no discrimination against any child because of his or her eligibility for free or reduced-price meals, milk or supplements (snacks) in accordance with the Free and Reduced Price Policy Statement attached hereto;
16. To accept and use donated foods, in as large quantities as may be efficiently utilized, as offered under provisions of **7CFR 250**;
17. To maintain, in the storage, preparation and service of food and milk, proper sanitation and health standards in conformance with all applicable State and local laws and regulations;
18. To maintain necessary facilities for storing, preparing and serving food and milk;
19. Upon request, to make all accounts and records pertaining to Programs available to the State Agency and to USDA Food and Nutrition Service, for audit or review, at a reasonable time and place in accordance with **7CFR 210.9(b)(17)(19), 220.7(e)(13) and 215.8(d)(7)**;
20. To maintain files of currently approved and denied free and reduced-price applications and direct certification documentation. If the applications and direct certification documentation are maintained at the Sponsor/SFA level, they shall be readily retrievable by school or site; and
21. To retain the individual applications for free milk and/or free and reduced price lunches and supplements (snacks) submitted by families for a period of 3 years after the end of the fiscal year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for the resolution of the issues raised by the audit.

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 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: Friday, January 31, 2025 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:

sn@agri.nv.gov & 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 required elements prior to submission. Inquiries regarding the application process should be addressed to:

Megan Jensby, Program Officer I (775) 353-3668 m.jensby@agri.nv.gov

Timeline

December 20, 2024 – Request for Applications (RFA) released by NDA.

January 31, 2025 – Completed Applications packages are due to NDA.

February 7, 2025 – Applications reviews and scoring completed.

February 11, 2025 – Final announcement of recipients and amounts.

May 31, 2026 – Purchase of equipment and installation completed. (Required for reimbursement).

June 1, 2026 – 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*:

- 2024 Equipment Assistance Grant Application (Sections 1, 2&3, 4)
- Contact Information 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 2024 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 NDA within 30 days of receiving written notice of application review status. Grant applications submitted are considered public information once submitted.

Appeal Process

Notice of Appeal must be made in writing on the applicant agency's letterhead to the Division of Food and Nutrition, the Nevada Department of Agriculture within seven (15) calendar days of the Intent to Award announcement. 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.

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.

Budget Changes

After receiving subawards, SFAs must provide requests for budget changes to grant awards 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. Grantees cannot make changes to the grant award without written prior approval from the NDA.

Proposed budget requests should be e-mailed to:

sn@agri.nv.gov.

Request for Reimbursement

Funds will be disbursed on a reimbursement basis upon submission of a Request for Reimbursement (RFR) form along with adequate supporting documentation, including receipts, invoices, and copies of checks for approved purchases. If receipts do not clearly detail the items purchased and used for grant activities, you must provide a description of the items. Itemized expense reports are strongly encouraged. Payments will be processed within 30-45 days of receiving properly completed reimbursement requests. All funds must be spent by May 31, 2026. NDA will recover any unspent funds from agencies that fail to submit invoices for approved budget items by July 1, 2026.

Evaluation of Installed Components

All equipment must be received by the SFA by June 1, 2026. This is required to be completed for reimbursement. NDA reserves the right to do an evaluation of uninstalled components upon request.

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, SFAs must 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 food service 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.