**Request for** **Applications**

**2020 National School Lunch Program Equipment Assistance Grant**

August 8, 2020

TO: Authorized Representative, ND School District

From: Linda Schloer, Director, Child Nutrition and Food Distribution Programs

RE: 2020 Equipment Grant Invite to Apply

Another opportunity is available for National School Lunch Program (NSLP) sponsors to obtain new equipment or to renovate or replace existing equipment. Approximately $49,175 is available for grants in North Dakota. The grant application is attached to this email and is in a fillable format. Schools must email the application to [degeland@nd.gov](mailto:degeland@nd.gov) or fax to 701-328-9566 by **September 30, 2020**.

**Eligibility requirements:**

Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit, or the local capital purchase threshold, if less.

* Grants will be awarded on a competitive basis.
* **Schools that did not receive a 2009, 2010, 2013, 2014, 2015, 2016, 2017, 2018 or 2019 NSLP Equipment Grant will be given priority. Districts who received a grant for one site can apply for other eligible sites.**
* Schools must participate in the National School Lunch Program (NSLP).
* Grants are available to public school districts, private schools and residential child care institutions.
* Only one application per school site will be accepted. If equipment is being requested at multiple sites, the school must fill out pages 5 & 6 for ***each*** site.
* Schools should be prepared to fully expend their grant funds by June 30, 2021.
* Schools will be required to follow all federal, state and local procurement laws when purchasing equipment under these grants.
* The minimum amount of the grant must be $1,000 per item. Shipping, installation and labor costs associated with the purchase of the equipment may be included in the total cost of the item. Include capital purchase policy if less than $5,000.
* Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.
* Obligations made *prior* to grant award will not be considered for payment.

**Focus Areas:**

Equipment purchases must improve the *quality* of school meals. Additional focus areas include:

1. Equipment that improves the safety of food served in the school meal programs (e.g. ovens, cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
2. Equipment that improves the overall energy efficiency of the school foodservice operations (e.g. purchase of an energy-efficient walk in freezer replacing an outdated, energy-demanding freezer).
3. Equipment that allows schools to support expanded participation in a school meal program (e.g. equipment for serving meals in a non-traditional setting such as a kiosk). This does not include the purchase of cafeteria tables.

**Selection Criterion:**

Applications will be scored based on the following criterion:

* Equipment request improves the quality of the school meals.
* The application clearly and concisely explains why the school needs the equipment and why the equipment is appropriate for the site. (Age of current equipment or lack of appropriate equipment).
* The application reflects consideration for all costs associated with purchase and installation and provides a timeline for the funds to be expended within one year.
* The application reflects the effort to get the best possible value for the money including equipment selection criteria and bid research process.
* The application clearly identifies how the equipment will contribute to the enhancement of the quality of meal service and/or foodservice.
* The number of students who would benefit, expected increase in participation, the school’s current budget and operating balance, availability of existing state and local funding for equipment purchases, and/or geographic location as it relates to frequency of food deliveries.
* SFA has looked into the availability of local or state funding. Excess funds in the school foodservice account will be an automatic disqualification.

**Timeline:**

* Applications must be emailed or faxed no later than **September 30, 2020.**
* Grants to qualifying schools will be announced no later than December 18**,** 2020.
* Grant recipients must make a reasonable effort to fully expend their NSLP equipment assistance grants by June 30, 2021.
* Successful applicants will be required to submit a project status report within one year of the award.

The North Dakota Department of Public Instruction reserves the right to select specific items for approval within the proposal.

**Contact Information:**

Please feel free to contact Deb Egeland [degeland@nd.gov](mailto:degeland@nd.gov) if you have questions.