REQUEST FOR APPLICATION

Office of the State Superintendent of Education

FY 2009 Equipment Assistance Grants for School Food Authorities

RFA Release Date: April 27, 2009

Application Submission Deadline: May 15, 2009

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

Checklist for Applications
FY 2009 Equipment Assistance Grants for School Food Authorities

- ❑ The application is printed on 8½ by 11-inch paper, printed on one side, double-spaced (including bullet items), using 12-point type with a minimum of one inch margins, and does not exceed the maximum number of eight (8) allowable pages.

- ❑ The application format conforms to the "Application Format" listed in Section VII, beginning on page 6 of the RFA.

- ❑ The applicant organization/entity has responded to all sections of the Request for Application and contains all the information and Attachments requested.

    - ❑ The Project Justification section is complete.
    - ❑ **Attachment A** Applicant Profile and Project Summary is attached and complete.
    - ❑ **Attachment B** Budget and Budget narrative is attached and complete.

- ❑ The applicant is submitting the required five (5) sets of the application, one (1) original and four (4) copies. The Office of the State Superintendent of Education is recommending one (1) of the four copies be an electronic version, which is saved on a computer disk (or flash) and submitted as well.

- ❑ The application is submitted to the OSSE no later than 5:00 pm on the deadline date of May 15, 2009.

MAKE SURE YOUR APPLICATION IS COMPLETE. The OSSE will not forward submissions to the review panel that do not conform to each of the specifications above, including completion of each section in full, application format and the required number of copies.

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Office of the State Superintendent of Education

Request for Applications RFA #GD0___-09

FY 2009 Equipment Assistance Grants for School Food Authorities

SECTION I GENERAL INFORMATION

Introduction

Public Law 111-5, The American Recovery and Reinvestment Act of 2009 (ARRA), was signed into law by President Obama on February 17, 2009. The ARRA provides a one-time appropriation of $215,765 to the District of Columbia for equipment assistance grants for School Food Authorities (SFA) participating in the National School Lunch Program (NSLP).

As stipulated by the ARRA, priority will be given to School Food Authorities (SFAs) for equipment to schools in which at least 50 percent of the students are eligible for free or reduced-price meals. This means, all other things being equal, weight will be given to applicants from schools with at least 50 percent of the student population eligible for free or reduced priced meals. This will ensure schools falling within this category have a clear advantage.

While the primary effect of the NSLP equipment assistance grant is to improve the infrastructure of NSLP, it is important to note that authority and funds for the grants was provided in the overall context of stimulating the economy. In order to provide a timely impact on the economy, schools will be notified no later than June 1, 2009 if a grant is awarded. We strongly encourage the purchase of equipment no later than September 1, 2009 in order to obligate and/or spend all grant funds prior to the September 30, 2009 deadline.

Eligibility

Any public or charter school in the District of Columbia that currently participates in the National School Lunch Program may apply.

Funding & Reporting

The funds will be distributed through a competitive process that is fair and equitable. Schools may apply for grants to purchase school food service equipment with a per unit acquisition cost of $5,000 or more. It is possible that a grant request may not be fully funded, but may be approved for partial funding, with a minimum of $5,000 per award. Funds received for this grant may not be combined with other school nutrition program funds and must be tracked and reported separately. **If awarded this grant, you may be required to report on the number of jobs created or retained because of this grant or any other information requested by the OSSE to meet federal requirements.**

Equipment Definition

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. The definition of ***equipment***, for the purpose of the NSLP equipment assistance grant is…… "articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of $5,000. As with all federal grant funds, equipment purchased must be reasonable and allocable in order to be a permissible cost. Therefore, using these funds to purchase a walk in freezer for school food service would be allowable, however renovation of the food service area would fall under the category of construction and would not be an allowable cost. ***Per unit acquisition cost***, as defined by the federal government, includes the "net price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, protective in transit insurance, freight and installation may be included…..". In short, all costs associated with placing the equipment in service may be included.

Focus of SFA Grants

There are four main areas of focus for the equipment grants. Grant applications must address at least one or more of these areas:

1. Equipment that improves the quality of school foodservice meals that meet the dietary guidelines (i.e. purchasing an equipment alternative to a deep fryer).

2. Equipment that improves the safety of food served in the school meals program (i.e., cold/hot holding equipment, dishwashing equipment, refrigeration, etc.)

3. Equipment that improves the overall energy efficiency of the school foodservice operations (i.e., purchase of an energy-efficient walk in freezer replacing an outdated energy-demanding freezer).

4. Equipment that allows SFAs to support expanded participation in a school meal program (i.e., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

Contact Person

For further information, please contact:
Sandra Schlicker
Office of the State Superintendent of Education
51 N Street, NE – 3rd Floor
Washington, D.C. 20002
202-741-5252
sandra.schlicker@dc.gov

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of five (5) sets of the application, one (1) original and four (4) copies must be submitted in an envelope or package**. The OSSE will not forward the application to the review panel if the applicant fails to submit the required five sets of the application.** Email and facsimile submissions will not be accepted.

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m. deadline, on May 15, 2009, at the above location. **Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m. May 15, 2009 will not be forwarded to the review panel by the OSSE**.

Application Submission Date and Time

An original and four (4) copies must be delivered to the following location, by 5:00pm on May 15, 2009:

Wellness and Nutrition Services
Office of the State Superintendent of Education
51 N Street, NE – 3rd Floor
Washington, DC 20002
Attention: Sandra Schlicker

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use funds for equipment that benefits the school (not a caterer if vended). Equipment purchased shall meet one of the four main focus areas of the grant as previously described. Equipment assistance grant funds are to be used solely to purchase needed school food service equipment.

SECTION IV GENERAL PROVISIONS

Audits

At any time or times before final payment and (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited consistent with the financial management rules that apply to subgrantees.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving FY 2009 Parental Learning Opportunities grant funds.

SECTION V PROGRAM SCOPE

Intent of Program

The District of Columbia, Office of the State Superintendant of Education, announces the availability of $215,765 in grant funds for schools participating in the National School Lunch Program (NSLP) for the purpose of improving participation in and the infrastructure of NSLP. Funds were made available through Public Law 111-5, The American Recovery and Reinvestment Act of 2009 (ARRA), which was signed into law by President Obama on February 17, 2009. Schools may apply for grants to purchase school food service equipment with a per unit acquisition cost of $5,000 or more. Grant requests are not guaranteed to be fully funded and some may be approved for partial funding.

SECTION VI EVALUATION OF APPLICATION

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique related experiences. The review panel will review, and rank each applicant's application, and when the review panel has completed its review, the panel shall make recommendations for awards based on a scoring process. The Office of the State Superintendent of Education shall make the final funding determinations.

Evaluation Criteria

The Office of the State Superintendent of Education has established the following priorities for funding under the grant:

1.	**Percentage of Free and Reduced Price Student Eligibility (school-level)**	
	As stipulated in the ARRA, priority will be given to SFA's for equipment for schools in which at least 50 percent of the students are eligible for free or reduced-priced meals.	

2.	**Ability to Meet Deadlines**	
	Detailed description of how the school plans to purchase the equipment, along with all allowable expenses and spending to obligate the funds prior to the September 30, 2009 deadline.	

3.	**Justification**	
	Detailed description of how the requested equipment meets one or more of the focus areas identified. Evaluation will include whether the item requested meets the definition of "equipment".	

4.	**Budget**	
	Detailed budget that is complete and reasonable for each piece of equipment requested.	

5.	**Increased/Expanded Participation in a school meal program**	
	Programs that can indicate how equipment purchases will be used to increase participation in the Fresh Fruits and Vegetable Program (FFVP) will be awarded additional points.	

6.	**Equipment that allows expanded participation and meets one or more Wellness Policy objectives**	
	Programs that can indicate how equipment purchases will be used to assist schools in meeting Local Wellness Policy objectives, such as breakfast in the classroom (serving meals in non-traditional settings) will be awarded additional points.	

SECTION VII APPLICATION FORMAT

Application Format

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile **(See Attachment A)**
- Application Summary **(See Attachment A)**
- Project Justification - How your school will utilize the grant to meet one or more of the required focus areas. **(Limited to two pages)**
- Budget **(See Attachment B)**
- Budget Narrative – How your school plans to purchase the equipment and your ability to spend or obligate the funds prior to the September 30, 2009 deadline **(See Attachment B)**
- Bonus **(Not Required)** – How your school will use the equipment to increase and/or expand participation in the Fresh Fruits and Vegetables Program (FFVP); and/or how your school will use the equipment to meet Local Wellness Policy objectives. **(Limited to one page)**

Applicants should feel free to submit fewer pages than recommended. However, the maximum number of pages for the total application **cannot exceed eight (8) double-spaced pages, on one side, (including bullet items) on 8½ by 11-inch paper.** Margins must be no less than one inch and a font size of 12-point is required (Times New Roman or Arial type recommended). **The review panel shall not review applications that do not conform to these requirements.**

Description of Application Sections

The purpose and content of each section is described below. Schools should include all information needed to adequately describe their objectives and plans for the equipment. It is important that applications reflect how the funds will be used to purchase equipment that will improve or supplement the school's participation in the National School Lunch Program (NSLP). In addition, the budget and budget narrative should clearly demonstrate how and when the funds will be used in order to determine if the equipment purchase may provide a timely impact on the economy.

Applicant Profile (Attachment A)

The Applicant Profile is included in Attachment A. Each application must include an Applicant Profile, which identifies the applicant, type of organization, mission and the amount of grant funds requested.

Project Summary (Attachment A)

The Application Summary is included in Attachment A. This section of the application should be brief and provide an overview of the application. The application summary should highlight the major aspects of the objectives that are discussed in the project description.

Project Justification

This section of the application should contain the project description that justifies and describes how your school will utilize the equipment assistance grant.

The project description should include the following:

1. Need for and proposed impact of the equipment;
2. How the equipment meets one or more of the focus areas; and
3. Specific service(s)/program(s) to be provided.

This section must be limited to no more than two pages, double spaced on 8 ½ by 11-inch paper.

Program Budget and Budget Narrative (Attachment B)

Standard budget forms are provided in Attachment B. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures and your ability to spend or obligate the funds prior to the September 30, 2009 deadline.

Monitoring and Reporting

Funds received for this grant may not be combined with other school nutrition program funds and must be tracked and reported separately. You may be required to report on the number of jobs created or retained because of this grant.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile and Project Summary
Attachment B	Budget and Budget Narrative

ATTACHMENT A

Applicant Profile/Cover Page
Office of the State Superintendent of Education
FY 2009 Equipment Assistance Grants for School Food Authorities

School Name: _____

Name of Project: _____

Contact Person Name: _____

Contact Person Title _____

Office Address: _____

Phone: _____

Fax: _____

Cell Phone: _____

Email Address: _____

Total Funds Requested: _____

Project Summary: _____

_____

_____

_____

ATTACHMENT B

BUDGET AND BUDGET NARRATIVE

A.	Personnel	$ _____
B.	Fringe Benefits	$ _____
C.	Supplies	$ _____
D.	Equipment	$ _____
E.	Operating Expenses	$ _____
F.	Other Expenses	$ _____
PROJECT TOTAL		$ _____

BUDGET NARRATIVE: Please explain the budget below.