

**Office of the State Superintendent of
Education (OSSE)
Division of Health and Wellness
National School Lunch
Program (NSLP) Equipment
Assistance Grant Information
Webinar**



Nov. 5, 2020



Background

- The Consolidated Appropriations Act, 2020, (Public Law 116-94), authorized grants to the Office of the State Superintendent of Education (OSSE), Division of Health and Wellness, for providing equipment assistance to School Food Authorities participating in the National School Lunch Program (NSLP). The District of Columbia has been selected to receive funding in the amount of \$68,306.



Purpose

- Equipment assistance grant funds can be a significant asset by allowing the purchase of capital equipment used to serve healthier meals, meet nutritional standards with emphasis on more fresh fruits and vegetables in school meals, improve food safety, and expand accessibility to food services.
- Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.



Eligibility

Participants of the National School Lunch Program who are eligible:

- District of Columbia Public Schools
- Nonprofit private schools located in the District
- Public charter school campus chartered by the District of Columbia Public Charter School Board
- SFAs applying for multiple campuses must submit a separate application for each campus.
- Awards will be made at the campus level, not the SFA level.



Focus of School Food Authority Grants

In order to make the most effective use of grant funds, equipment requests must address at least one of the following focus areas:

1. Equipment that lends itself to improving the quality of school food service meals that meet the dietary guidelines (e.g., purchasing an equipment alternative to a deep fryer, or steam ovens that improve quality of prepared fresh or fresh-frozen vegetables).
2. Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
3. Equipment that improves the overall energy efficiency of the school food service operations (e.g. purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer).



Focus of School Food Authority Grants

4. Equipment that allows sponsors to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).
5. Equipment that aides in strategies for adopting smarter lunchrooms (e.g., lunchroom changes that appeal to student population; highlighting convenience, healthy choices, and supporting menu changes to healthier options).



Equipment Definition

- For the purpose of this grant, "equipment" means nonexpendable, tangible personal property with a useful life of more than one year, and a per-unit acquisition cost of \$1,000 or greater.
- Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.
- Small-ware items such as trays and plates, utensils, pans, containers and the like **will not be considered**.
- Allowable costs include equipment cost, taxes, and installation cost of the equipment purchased through the grant.



Equipment Examples

- The following are examples of allowable equipment that meet the focus area of this grant. This list is not exhaustive.
 - Portable kiosks for remote point-of-sale or Grab 'n Go
 - Rolling milk cooler
 - Rolling hot and/or cold storage units
 - Refrigerators
 - Freezers
 - Combi ovens
 - Tilt skillets
 - Hot and/or cold food service lines



Award Details

- Grant period ends Sept. 30, 2022
 - All funds must be obligated before this date.
- Funds will be distributed through a competitive process that is fair and equitable.
- Grant requests may not be fully funded, and may be approved for partial funding.



Award Details

- Total funding available: \$68,306
 - Minimum award amount: \$1,000
 - Maximum award amount: \$15,000
- Estimated number of awards: six to eight.
- An applicant may request funds for more than one piece of equipment, but the total funding request for any one application may not exceed \$15,000.
- If multiple pieces of equipment are requested, an applicant must rank the requested equipment according to need. This ranking will assist OSSE in determining which equipment request to support if an application is partially funded.



Continuation Funding

- All awards are made for a period of up to two years, as defined by the grant period. However, if all funds are not expended by September 30, 2021, applicants awarded funds will be required to complete and submit an annual continuation application prior to being awarded continuation funds in year two.
- The continuation application will be online in OSSE's EGMS. Information regarding the application will be communicated to recipients prior to the end of each program period. Continuation of awards in year two is contingent upon:
 - The availability of funds;
 - The subrecipient completing closeout for year one by Jan. 15, 2022;
 - Compliance with District and federal laws, regulations, and guidance;
 - Operation of the grant program as submitted in the application;
 - The appropriate expenditure of funds throughout the grant award period; and
 - The completion of a continuation grant application.



Grant Requirements- Reporting

- Schools awarded grant funds will be required to provide the following documentation upon expenditure and request for reimbursement:
 - Signed confirmation of adherence to procurement rules documents.
 - Invoices detailing item(s) purchased (shall include shipping & handling) and any installation charges, including date of delivery/install).
 - Date equipment was installed and used toward meeting grant initiatives.
 - Any reporting requirements for USDA.



Grant Requirements- Reporting

- Per USDA requirements, grantees are required to complete quarterly reports.
- The data you will report includes:
 - Type of equipment purchased.
 - Accomplishments and challenges in expenditure activities.
 - Impact of purchased equipment on the school food service operation.
 - Reason(s) for any un-liquidated funds.
 - Potential return of equipment.



Grant Requirements- Reporting

- Grantees are required to complete an NSLP Equipment Grant report within 30 days of the award date, and again at the end of the grant period.
- The report will collect the following information:
 - Alternative serving models being used for each meal served
 - Number of meals served (timeframe will be specified in the report)



Submission Requirements

- All applications are submitted using the Enterprise Grants Management System (EGMS) www.grants.osse.dc.gov
 - Project Overview
 - Project Justification
 - Budget Overview
 - Detailed Planning Expenditures
 - Support Documentation
 - **Three quotes are required for each piece of equipment requested**
 - Assurances
- Agree to, **and** save assurances in Central Data.
- OSSE EGMS Help Desk (202) 719-6500 Monday to Friday, 8 a.m. – 5 p.m.
- No paper applications will be accepted.



Review Process

- Grants are reviewed and scored by an external peer review panel.



Review Process- Competitive Preference

- The Division of Health and Wellness will provide a competitive preference to DC public schools and DC public charter schools who:
 - Have not received an NSLP Equipment Assistance Grant in the previous three years, and;
 - Earned a 1 or 2 star rating on the [DC School Transparency and Reporting \(STAR\) Framework](#) or;
 - Are purchasing equipment that supports providing meals in non-traditional setting to expand accessibility to food service.
- OSSE intends to award at least 50 percent of funds to applications from competitive preference schools.



Grant Award Payments

- This is a reimbursement grant.
- All reimbursements must be submitted through EGMS and include supporting documentation.



Important Dates

- **Oct. 26, 2020** Application Opens
- **Nov. 5, 2020** Information Webinar
- **Nov. 10, 2020 – 3 pm** Pre-Application Question Period Ends
- **Nov. 17, 2020** FAQ page published
- **Dec. 4, 2020- 3 pm** Application Submission Deadline
- **January, 2021** Award Notices Sent
- **Sept. 30, 2022** Grant Period Ends



Questions?

Elysia.DiCamillo@dc.gov