



FY 2023 School Food Service Assistance Grant for School Food Authorities

Pre-Application Webinar

July 19, 2023 | Shaunice Wall, Program Specialist

Agenda

- Background on the grant
- Purpose
- Eligibility criteria
- Award Funding
- Length of Awards
- Focus Areas of School Food Authorities
- Equipment Information
- Award information
- Review process
- Application Submission
- Important dates

Background

This Request For Applications (RFA) solicits applications under two program areas:

1) National School Lunch Program (NSLP) Equipment Assistance

The Consolidated Appropriations Act, 2022 (P.L. 117-103) and the American Rescue Plan Act (ARPA) (P.L. 117-2), authorized funding to support school nutrition programs and address food insecurity among students. Through these Acts, the Office of the State Superintendent of Education (OSSE), Division of Health and Wellness, will provide funds for equipment assistance to School Food Authorities (SFA) participating in the NSLP.

2) Food and Food Service Waste Reduction

The Zero Waste Omnibus Act of 2020 (D.C. Law 23-211) and the Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209, *as amended*; D.C. Code § 38-821.01 *et seq.*) allows OSSE to issue grants to support efforts to address food and food packaging waste.

Eligible entities may apply for one or both program areas.

Purpose

FY 2023 School Food Service Assistance Grant for School Food Authorities

1) National School Lunch Program (NSLP) Equipment Assistance

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.

2) Food and Food Service Waste Reduction

SFAs can save money by reducing over-purchasing and disposal costs; reduce environmental impacts; support efforts to eliminate hunger; reduce health and odor concerns with food disposal; support community waste reduction efforts.

Eligibility Criteria

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 campuses chartered by the District of Columbia Public Charter School Board
 - SFAs cannot submit applications for school campuses that are not part of their SFA in school year 2022-23.
 - Awards will be made at the campus level, not the SFA level.

Award Funding

NSLP Equipment Assistance Grant
\$53,163

Food and Food Service Waste Reduction Program
\$100,000

Total funding available: \$153,163

Award Funding

- Estimated maximum award amount: **\$15,000**
 - Estimated minimum award amount: **\$1,000**
 - Estimated number of awards: **7-10**
- 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.

Length of Awards

NSLP Equipment Assistance Grant
September 30, 2024

Food and Food Service Waste Reduction Program
September 30, 2023

Focus Areas for School Food Authorities

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

NSLP Equipment Assistance

- 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).
- 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.).
- 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 Areas for School Food Authorities

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

NSLP Equipment Assistance

- 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).
- 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).

Food and Food Service Waste Reduction

- Supplies and materials (Reusable foodware containers, storage containers, recycle bins)
- Equipment (ex: food storage equipment)

Focus Areas for School Food Authorities

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

Food and Food Service Waste Reduction

- Implementation and management programs (share tables, education, training, and promotion)
- Salaries or stipends for purposes of this grant program only
 - Funds towards salaries and stipends cannot be used to replace salaries and stipends necessary to operate child nutrition programs and associated activities
- Hiring external experts in school meals professional standards to conduct trainings
- Registration fees for webinars or in-person training sessions
- Travel expenses (e.g., travel to training) for staff or students

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 areas of this grant. This list is not exhaustive.

- Combine ovens
- Tilt skillets
- Hot and/or cold food service lines
- Salad Bars
- Packing machines
- Water bottle refill stations

Equipment Examples

The following are examples of allowable equipment that support providing breakfast meals in an alternative setting. This list is not exhaustive.

- Breakfast carts
- Portable kiosks for remote point-of-sale or Grab 'n Go
- Rolling milk cooler
- Rolling hot and/or cold storage units
- Refrigerators
- Freezers

Award Information - Continuation Funding for Equipment Assistance Grant

All **Equipment Assistance** awards are made for a period of up to two years, as defined by the grant period.

If all funds are not expended by **September 30, 2023**, applicants awarded funds will be required to complete and submit a continuation application prior to being awarded continuation funds in year two.

Continuation of awards in year two is contingent upon:

- The availability of funds
- The sub-recipient completing closeout for year one by **Jan. 15, 2024**
- 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
- The completion of a continuation grant application

Award Information - Reimbursement

Schools selected to receive proceeds of this grant 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 (if applicable)
- ❖ Evaluation Questionnaire (submit with reimbursement request)
- ❖ Any reporting requirements for USDA or OSSE

Award Information – Grant Requirements

Grantees are required to submit the following information to OSSE quarterly and at the end of the grant period:

- ❑ Activities implemented
- ❑ Type of equipment purchased (if applicable)
- ❑ Accomplishments and challenges in expenditure activities
- ❑ Impact on the school food service operation of purchases
- ❑ Reason(s) for any un-liquidated funds
- ❑ Potential return of equipment (if applicable)

Review Process

- ✓ 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 the scoring process.
- ✓ The Office of the State Superintendent of Education shall make the final funding determinations.

Review Process - Evaluation Criteria

- The Division of Health and Wellness will provide a competitive preference **for the NSLP Equipment Assistance program area only** to DC public schools, public charter schools, and participating private schools who have **not** received an NSLP Equipment Assistance Grant in the previous **three years**.
- OSSE intends to award at least 50 percent of FY 2023 School Food Service Assistance Grant funds to applications from competitive preference schools.



District of Columbia
Office of the State Superintendent of Education (OSSE)
Division of Health and Wellness

National School Lunch Program (NSLP) Equipment Assistance Grant
Grantees by Fiscal Year

Fiscal Year 2019

Creative Minds International PCS
DCPS-Ketcham ES
DCPS-Savoy ES
Friendship PCS
Meridian PCS
Paul PCS

Fiscal Year 2020

Digital Pioneers Academy
District of Columbia Public Schools- JO
Wilson ES
District of Columbia Public Schools-
Cooke ES
District of Columbia Public Schools-
Tubman ES
Eagle Academy PCS- Congress Heights
Friendship PCS- Blow Pierce
IDEA PCS
Latin American Youth Center (LAYC)
Career Academy

Fiscal Year 2021

DCPS- Leckie Education Campus
KIPP DC- Smilow Campus
KIPP DC- Douglass Campus
KIPP DC- Shaw Campus
LAMB PCS
Maya Angelou PCS

Fiscal Year 2022

Monument Academy PCS
Inspired Teaching Demonstration PCS
Washington Latin PCS
Elsie Whitlow Stokes Community
Freedom PCS
Two Rivers PCS
DC Scholars PCS
I Dream PCS
Friendship PCS



Application Submission

- All applications are submitted using the Enterprise Grants Management System (EGMS) www.grants.osse.dc.gov
 - The application includes:
 - Project Overview
 - Project Justification
 - Budget Overview
 - Detailed Planning Expenditures
 - Support Documentation
 - ✓ **Three quotes are required for each piece of equipment requested**
 - Assurances
- Click “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.

Important Dates

July 14, 2023	Application Opens
July 19, 2023 – 2pm	Pre-Application Webinar
Aug 8, 2023 – 12pm	Pre-Application Question Period Ends
Aug. 10, 2023	FAQ Page Published
Aug. 15, 2023 – 3pm	Application Submission Deadline
Sept. 1, 2023	Award Notices Sent
Sept. 30, 2023	Grant Period Ends for Food and Food Packaging Waste Reduction Program
Sept. 30, 2024	Grant Period Ends for NSLP Equipment Assistance Program



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