



# DEPARTMENT OF EDUCATION


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401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
<http://education.delaware.gov>

Mark A. Holodick, Ed.D.  
Secretary of Education  
(302) 735-4000  
(302) 739-4654 - fax

October 9, 2023

## MEMORANDUM

**TO:** Directors of Residential Child Care Institutions  
Other Appropriate Personnel

**FROM:** Aimee F. Beam, MS, RD   
Education Associate, Nutrition Programs

**RE:** **SY 2023-2024 Operational Memo #12 - REVISED**  
**Request for Applications (RFA) NSLP Equipment Grant FY 2023**

The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has been authorized to provide grants to State Agencies to provide equipment assistance to School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP). The Delaware Department of Education (DDOE) is making awards of up to **\$99,399** available for NSLP Equipment Assistance Grants through the attached Request for Application (RFA). The term “equipment” for purposes of this RFA, is defined as articles of nonexpendable, tangible, personal property with a useful life of more than one year and a per unit acquisition cost greater than \$1,000. **For the FY 2023 Equipment Assistance Grants, Congress has specified that the equipment’s value must be greater than \$1,000.**

Funds allocated for this grant are intended to assist SFAs in purchasing equipment needed to meet the nutritional standards for schools as required by the Healthy, Hunger-Free Kids Act of 2010. These funds should make a significant investment in addressing the unmet need in the state by allowing SFAs to purchase the equipment needed to serve healthier school meals, increase breakfast participation by implementing alternative breakfast models, and increase access to afterschool snacks and meals through the National School Lunch Program and/or the At-Risk Afterschool Meals component of the Child and Adult Care Food Program. Please note, equipment purchased with NSLP Equipment Assistance Grant funds is the property of the SFA Subgrantee throughout the life of the equipment.

**Please read through the application criteria as it has changed from previous years.**

Attached to this operational memo are the Request for Application and Equipment Grant Application that SFAs must complete in order to apply for the NSLP Equipment Assistance Grant. The deadline for application is **4:00 p.m. on December 19, 2023.**

Attachments: Request for Application, Equipment Grant Application

cc: Nutrition Team  
Rena Tucker, DDOE Finance Office  
Erika Martine-Duquette, DDOE Finance

**2023 EQUIPMENT ASSISTANCE GRANT APPLICATION – SECTION 1**

**SCHOOL FOOD AUTHORITY (SFA) INFORMATION**

FOR QUESTIONS REGARDING THIS GRANT, CONTACT MELISSA SAYERS  
AT 302.857.3356 OR BY E-MAIL AT [schoolnutrition@doe.k12.de.us](mailto:schoolnutrition@doe.k12.de.us)  
**APPLICATION DUE: DECEMBER 19, 2023 BY 4:00 P.M. EASTERN TIME**

The DELAWARE DEPARTMENT OF EDUCATION (DDOE) will accept hard copy, faxed, and e-mailed submissions.  
**Hard copy:** SFAs can hand deliver or send a hard copy of the grant application with original signatures by postal mail to:  
**DELAWARE DEPARTMENT OF EDUCATION  
SCHOOL NUTRITION PROGRAMS  
35 Commerce Way, Suite 1  
Dover, DE 19904**

**Fax: (302) 739-1769**

**E-mail:** SFAs must print, sign, and scan the completed application, then submit the scanned application as a Portable Document Format (PDF) file by e-mail to [schoolnutrition@doe.k12.de.us](mailto:schoolnutrition@doe.k12.de.us)

**THIS SFA RECEIVED FUNDS FROM A PREVIOUS NSLP EQUIPMENT GRANTS**

(ARRA AND THE FYs 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, and 2022) EQUIPMENT GRANT(S):  NO  YES

NAME OF SFA		COUNTY	
ADDRESS		CITY	ZIP CODE
NAME OF FOOD SERVICE DIRECTOR (FSD)		FSD PHONE NUMBER	FAX NUMBER
CONTACT NAME (IF DIFFERENT FROM FSD)		CONTACT PHONE NUMBER	E-MAIL ADDRESS
CONTACT TITLE		NAME OF SUPERINTENDENT/DIRECTOR/ADMINISTRATOR	
TOTAL NUMBER OF SITES PARTICIPATING UNDER SFA'S NSLP AGREEMENT:		SFA TOTAL AMOUNT OF GRANT FUNDS REQUESTED (FOR ALL SITES):	\$
TOTAL NUMBER OF SITES FOR WHICH THE SFA IS APPLYING FOR GRANT FUNDS (NO MORE THAN FIVE):			
<b>DOES THE SFA HAVE A "CAPITALIZATION THRESHOLD" FOR EQUIPMENT?</b> <input type="checkbox"/> NO - IF NO, THE DDOE WILL ASSIGN A CAPITALIZATION THRESHOLD OF \$1,000 <input type="checkbox"/> YES - IF YES, WHAT IS THE THRESHOLD?			CAPITALIZATION THRESHOLD \$
SFA CAFETERIA FUND OPERATING BALANCE AS OF:	(ENTER DATE HERE)		A1 \$
ONE MONTH AVERAGE FOOD SERVICE OPERATING EXPENSE:	\$	X3 MONTHS =	A2 \$
EXCESS NET CASH RESOURCES (A1 - A2):			A3 \$

**PLEASE NOTE THAT SFAs WITH EXCESS NET CASH RESOURCES MAY BE INELIGIBLE FOR A GRANT.**

WHAT AMOUNT FROM ANY OF THE FOLLOWING FUNDING SOURCES IS AVAILABLE TO PURCHASE FOOD SERVICE EQUIPMENT? CHECK THE APPROPRIATE BOX AND ENTER THE AMOUNT OF FUNDING BELOW; OR WRITE "NONE" IF NO FUNDS ARE AVAILABLE.

√	FUNDING SOURCE	AMOUNT
	GENERAL FUND	\$
	SUMMER FOOD SERVICE PROGRAM	\$
	CHILD AND ADULT CARE FOOD PROGRAM	\$
	DONATIONS	\$
	REIMBURSEMENT FOR SNP MEALS (MONTHLY CLAIMS)	\$
	EXCESS CAFETERIA FUND	\$
	OTHER (DESCRIBE)	\$

**2023 EQUIPMENT ASSISTANCE GRANT APPLICATION – SECTION 1 (CONTINUED)**

**SFA INFORMATION (continued)**

**REPORTING REQUIREMENTS**

THE 2023 AGRICULTURE APPROPRIATIONS ACT (AAA) REQUIRES STATES TO REPORT CERTAIN INFORMATION REGARDING THE USE OF AAA FUNDS. IN ORDER FOR DELAWARE TO MEET THIS REQUIREMENT, SFAS MUST COMPLETE THE FOLLOWING ITEMS:

**THE EQUIPMENT REQUESTED IS NECESSARY TO:**

- **SERVE MEALS AT SCHOOLS THAT DO NOT CURRENTLY OFFER (CHECK ALL THAT APPLY):**

- LUNCH                      NUMBER OF SCHOOLS \_\_\_\_\_
- BREAKFAST                  NUMBER OF SCHOOLS \_\_\_\_\_
- BOTH                            NUMBER OF SCHOOLS \_\_\_\_\_
- NONE OF THE ABOVE

- **INCREASE PARTICIPATION IN THE:**

- |                                   |                              |                             |
|-----------------------------------|------------------------------|-----------------------------|
| NATIONAL SCHOOL LUNCH PROGRAM     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| SCHOOL BREAKFAST PROGRAM          | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| SUMMER FOOD SERVICE PROGRAM       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| CHILD AND ADULT CARE FOOD PROGRAM | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

SFA NOTES:

NOTE: THIS SECTION IS NOT SCORED.

**CERTIFICATION:** I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; AND THAT THE ENCLOSED DOCUMENTS ARE ACCEPTED AS THE BASIC CONDITIONS IN THE OPERATION OF THE 2023 EQUIPMENT ASSISTANCE GRANT APPLICATION PROCESS. I FURTHER CERTIFY THAT WE WILL NOT COMMINGLE THE AAA FUNDS WITH OTHER PROGRAM FUNDS, WILL SEPARATELY TRACK AND REPORT ALL INCOME AND EXPENDITURES TIMELY, WILL OBSERVE ALL APPLICABLE STATE AND FEDERAL PROCUREMENT LAWS AND REGULATIONS, AND WILL SUBMIT ALL REQUIRED REPORTS BY THE SPECIFIED DUE DATES.

SIGNATURE OF DISTRICT/AGENCY OFFICIAL		DATE
PRINTED NAME	TITLE	
PHONE NUMBER	E-MAIL ADDRESS	

**2023 EQUIPMENT ASSISTANCE GRANT APPLICATION – SECTION 2**

<b>SITE INFORMATION</b> COMPLETE THIS FORM FOR EACH SITE REQUESTING EQUIPMENT		
NAME OF SFA	THIS SITE RECEIVED FUNDS FROM THE (ARRA OR FYs 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, OR 2022) EQUIPMENT ASSISTANCE GRANTS: <input type="checkbox"/> NO <input type="checkbox"/> YES	
NAME OF SITE		
ADDRESS	CITY	ZIP CODE
SITE PARTICIPATES IN: <input type="checkbox"/> NATIONAL SCHOOL LUNCH PROGRAM <input type="checkbox"/> SCHOOL BREAKFAST PROGRAM	TOTAL FUNDS REQUESTED FOR THIS SITE: \$	
<b>NOTE: DDOE WILL USE OCTOBER 2023 DATA FOR FREE/REDUCED INFORMATION FOR EACH SCHOOL SITE APPLYING FOR THE FY2023 EQUIPMENT GRANT.</b>		
USE THIS SPACE TO PROVIDE INFORMATION THAT DEMONSTRATES THIS SITE’S NEED FOR EQUIPMENT. ATTACH ADDITIONAL PAGES AS NEEDED. <b>THIS SECTION IS CONSIDERED DURING SCORING:</b>		

### 2023 EQUIPMENT ASSISTANCE GRANT APPLICATION – SECTION 3

#### SITE LEVEL EQUIPMENT REQUEST LIST

COMPLETE THIS FORM FOR EACH SITE

**ENTER ALL AMOUNTS AS WHOLE DOLLARS; INCLUDE INSTALLATION, WARRANTIES, AND SHIPPING**

IDENTIFY WHICH PIECES WILL BE PLACED IN THIS SCHOOL, INDICATE IF THE EQUIPMENT IS NEW TO THE SCHOOL, REPLACES AN EXISTING PIECE OF EQUIPMENT, OR IS NEEDED TO RENOVATE AN EXISTING PIECE OF EQUIPMENT. IF REPLACING AN EXISTING PIECE OF EQUIPMENT INDICATE IF THE CURRENT EQUIPMENT IS UNREPAIRABLE, LIMITS PARTICIPATION, AND/OR IS OUTDATED/WORN. FOR ALL ITEMS BEING REPAIRED, RENOVATED, OR REPLACED, PLEASE INCLUDE THE AGE OF THE EXISTING EQUIPMENT IN THE FIRST COLUMN.

SFA NAME AND ADDRESS

SITE NAME AND ADDRESS

SITE #

DDOE USE ONLY

EQUIPMENT BEING PURCHASED OR REPAIRED AND AGE OF EXISTING EQUIPMENT

REQUESTED NUMBER OF UNITS

TOTAL REQUESTED COST

THIS EQUIPMENT IS

CURRENT EQUIPMENT

APPROVED  
 DENIED

- NEW
- REPLACEMENT
- FOR RENOVATION

- UNREPAIRABLE
- LIMITS PARTICIPATION
- OUTDATED/WORN

\$

- NEW
- REPLACEMENT
- FOR RENOVATION

- UNREPAIRABLE
- LIMITS PARTICIPATION
- OUTDATED/WORN

\$

- NEW
- REPLACEMENT
- FOR RENOVATION

- UNREPAIRABLE
- LIMITS PARTICIPATION
- OUTDATED/WORN

\$

- NEW
- REPLACEMENT
- FOR RENOVATION

- UNREPAIRABLE
- LIMITS PARTICIPATION
- OUTDATED/WORN

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- NEW
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- FOR RENOVATION

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- LIMITS PARTICIPATION
- OUTDATED/WORN

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- REPLACEMENT
- FOR RENOVATION

- UNREPAIRABLE
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- OUTDATED/WORN

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- NEW
- REPLACEMENT
- FOR RENOVATION

- UNREPAIRABLE
- LIMITS PARTICIPATION
- OUTDATED/WORN

\$

DDOE USE ONLY – APPROVED BY:

DATE:

Total Approved:

DDOE DESIGNEE

\$

## 2023 EQUIPMENT ASSISTANCE GRANT APPLICATION – SECTION 4

**EQUIPMENT BUDGET/NEED**  
COMPLETE THIS FORM FOR EACH ITEM OF EQUIPMENT  
**ENTER ALL AMOUNTS AS WHOLE DOLLARS; INCLUDE INSTALLATION, WARRANTIES, AND SHIPPING**

NAME OF SFA				
EQUIPMENT ITEM NAME/BRIEF DESCRIPTION:		WILL THIS EQUIPMENT WILL BE HOUSED AT A CENTRAL KITCHEN OR SITE THAT PREPARES FOR MULTIPLE SITES? <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> EQUIPMENT IS NEW <input type="checkbox"/> EQUIPMENT IS USED
PER UNIT COST OF ITEM: \$	# OF UNITS REQUESTED:	THIS COST IS BASED ON: <input type="checkbox"/> ESTIMATE <input type="checkbox"/> THREE PRICE QUOTES	EQUIPMENT TOTAL (UNIT COST X QUANTITY) \$	NUMBER OF SCHOOLS BENEFITTING FROM THIS EQUIPMENT:

**THIS EQUIPMENT SUPPORTS EFFORTS TO (CHECK ALL THAT APPLY):**

- IMPROVE NUTRITIONAL QUALITY, SERVE HEALTHIER MEALS, AND MEET NUTRITIONAL STANDARDS:**
    - PROVIDES FRESH FRUIT AND/OR VEGETABLES AT:
      - LUNCH  BREAKFAST
    - REPLACES OUTDATED/WORN EQUIPMENT
    - ENABLES SCRATCH COOKING
    - INCREASES THE VARIETY OF ENTRÉE CHOICES
  - IMPROVE FOOD SAFETY:**
    - DECREASES CROSS-CONTAMINATION RISKS
    - IMPROVES SANITATION
    - MAINTAINS PROPER TEMPERATURE
  - IMPROVE ENERGY EFFICIENCY:**
    - INCREASES STORAGE AND DECREASING FREQUENCY OF DELIVERIES
    - REPLACES OUTDATED/WORN EQUIPMENT
  - EXPAND PARTICIPATION:**
    - ENABLES PREPARATION AND SERVICE OF ADDITIONAL MEALS
    - INCREASES THE VARIETY OF ENTRÉE CHOICES
    - ADDS ADDITIONAL POINTS OF SERVICE
    - PROVIDES MEALS TO MORE SITES
    - REPLACES OUTDATED/WORN EQUIPMENT
    - IMPLEMENTS STRATEGIES FOR ADOPTING LUNCHROOM CHANGES THAT PROVIDE MORE CONVENIENCE AND APPEAL TO THE STUDENT POPULATION (E.G., HIGHLIGHTING HEALTHIER CHOICES, REDESIGNING MENUS THAT TARGET HEALTHIER ENTREES/OPTIONS).
- INCREASES ABILITY TO PREPARE FOODS IN A HEALTHY MANNER SUCH AS STEAMING, BAKING, OR GRILLING
  - NEEDED FOR PARTICIPATION IN AFTERSCHOOL SNACK PROGRAM OR AT-RISK SNACK/DINNER
  - OTHER:
  - REPLACES OUTDATED/WORN EQUIPMENT
  - OTHER:
  - OTHER:
  - IF THIS EQUIPMENT IS A VENDING MACHINE, CHECK HERE TO ACKNOWLEDGE THAT GRANT FUNDS MAY BE USED TO PURCHASE A VENDING MACHINE ONLY IF IT IS USED TO DISTRIBUTE REIMBURSABLE MEALS
  - USED FOR AFTERSCHOOL SNACK OR AT-RISK SNACK/DINNER PROGRAMS
  - OTHER:

**IN THE SPACE BELOW, EXPLAIN WHY THIS EQUIPMENT IS NECESSARY TO SUPPORT THESE EFFORTS. SPECIFICALLY, PROVIDE A DETAILED AND DOCUMENTED EXPLANATION FOR EACH ITEM, NOTING HOW THE EQUIPMENT WILL HELP IMPROVE NUTRITIONAL QUALITY, SERVE HEALTHIER MEALS, AND MEET NUTRITIONAL STANDARDS. SEE THE SCORING CRITERIA FOR EXAMPLES AND ADDITIONAL INFORMATION. THIS EXPLANATION IS CONSIDERED DURING SCORING.**

<b>DDOE USE ONLY</b>	<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>DENIED</b>	DDOE DESIGNEE:	DATE:
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October 2023

**REQUEST FOR APPLICATION (RFA)**

**Grant applications are being requested for:**

**National School Lunch Program (NSLP)**  
**Equipment Assistance Grant—Fiscal Year 2023**

**Overview/General Information**

**Announcement Date: October 9, 2023**

**Eligible Applicants:** Each School Food Authority (SFA) participating in the federally-funded National School Lunch Program (NSLP) is eligible to submit an application for schools under their jurisdiction. A SFA is defined as a governing body which is responsible for the administration of one or more schools and has the legal authority to operate the NSLP therein.

Priority will be given to eligible SFAs 1) that did not receive equipment assistance grants in any of its schools in a previous NSLP Equipment grant (ARRA and the FYs 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, and 2022 Equipment grants); 2) that demonstrate high need and are able to show that the schools for which they are applying are in an underserved area; have limited access to other resources/funding to purchase equipment; and current equipment is outdated, non-functioning, or non-existent; 3) that commit to using funds to improve the quality and safety of school meals, overall energy efficiency, and/or participation; 4) whose applying schools participate in the School Breakfast Program (SBP); and 5) whose applying schools are self-operated and/or provide satellite meals to other schools participating in NSLP.

**Grant Award:** Delaware’s FY2023 NSLP Equipment Assistance Grants provides **\$99,399** under the FY2023 Consolidated Appropriations Act (CAA), hereafter referred to as “FY23 CAA”, for grants to eligible SFAs to assist in purchasing equipment needed to meet the nutritional standards as required by the Healthy Hunger-Free Kids Act of 2010. Delaware will award sub grants to SFAs with qualifying schools on a competitive basis. Applications will be ranked by score, from highest to lowest. The number of grants to be awarded will not be determined until the application scoring and ranking process is completed. Grant funding under the NSLP Equipment Assistance Grant program will be provided on a reimbursement basis to successful applicants. **Please note: The FY2023 NSLP Equipment Assistance Grants are contingent on the availability of funding.**

**Grant Period:** The grant period will begin no sooner than January 22, 2024 and will extend from the execution date of the grant agreement until June 30, 2025. All purchases must be made after the award (Subgrant Notice) has been issued. All funds must be expended by the end of the grant period; however, the final Claim for Reimbursement for NSLP Equipment Assistance Grant funds, including invoices, must be received no later than August 31, 2025.

**Counterparts:** *This Agreement may be executed in counterparts, each of which shall be deemed an original, and both of which taken together shall constitute one and the same document. A signature delivered by facsimile shall be considered binding for both parties.*

**Questions Due Date:** October 23, 2023

**Answers Provided by Date:** October 30, 2023

**Application Deadline:** The Delaware Department of Education will accept hard copy, faxed, and e-mailed submissions at [schoolnutrition@doe.k12.de.us](mailto:schoolnutrition@doe.k12.de.us). SFAs can hand deliver, fax, scan, or send a hard copy of the grant application with original signatures by postal mail. Grant applications must be received no later than **4:00 p.m. EDT on December 19, 2023**. Grant applications can be sent via:

**U.S. MAIL**

Delaware Department of Education  
ATTN: School Nutrition Programs  
35 Commerce Way, Suite 1  
Dover, DE 19904

**Hand Deliver**

School Nutrition Programs  
John W. Collette Education Resource Center  
35 Commerce Way, Suite 1  
Dover, DE 19904

**FAX**

302.739.1769

**PDF Scan**

[schoolnutrition@doe.k12.de.us](mailto:schoolnutrition@doe.k12.de.us)

**Initial Grant Award Notification Date:** January 2024

**Program Start Date:** January 2024

**Program End Date:** September 30, 2025

**Contact Person:** For more information about the NSLP Equipment Assistance Grant, please contact Melissa Sayers, [melissa.sayers@doe.k12.de.us](mailto:melissa.sayers@doe.k12.de.us) or call 302.857.3356.

**Grant Program Detail/Background and Program Specifications**

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has been authorized to provide grants to State Agencies to provide equipment assistance to SFAs participating in the NSLP. The Delaware Department of Education (DDOE) is making awards of **\$99,399** available for NSLP Equipment Assistance Grants available through this RFA. The NSLP Equipment Assistance Grant is similar in scope to the previous NSLP Equipment Assistance Grants (ARRA and the FYs 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, and 2022 Equipment grants); however, these programs are authorized by different statutes and have different reporting requirements.

Funds allocated for this program are intended to assist SFAs in purchasing equipment needed to meet the nutritional standards for schools as required by the Healthy Hunger-Free Kids Act of 2010. These funds should make a significant investment in addressing the unmet need in the state by allowing SFAs to purchase the equipment needed to serve healthier school meals, improve food safety, and help support the establishment, maintenance, or expansion of the SBP.

The term “equipment,” for purposes of this RFA, is defined as articles of nonexpendable, tangible personal property with a useful life of more than one year and the equipment must have a value greater than \$1,000.

**Fiscal Information**

For purposes of compliance with Section 511 of Public Law 101-166 (the *Stevens Amendment*), applicants are advised that 100 percent of the funds for this program are derived from federal sources.

Funding under the NSLP Equipment Assistance Grant program will be provided on a reimbursement basis. Each SFA selected to receive funds must submit one Claim for Reimbursement which must include copies of the invoice(s) for each approved item of equipment that was purchased, replaced, or renovated. Funds cannot be reimbursed for equipment ordered prior to the date of an executed grant agreement, nor can funds be used for equipment other than what is specified in the award letter. All NSLP Equipment Assistance Grant funds must



be expended no later than September 30, 2025.

Since the program will be funded on a reimbursement basis, SFAs are advised that the amount of the final grant award is contingent upon actual purchase costs. As such, the final grant amount may change and be the lesser of the grant award and the actual allowable expenses submitted for reimbursement.

### **Allowable Costs**

NSLP Equipment Assistance Grant funds **may** be used for the following:

- Purchase of new equipment,
- Renovation of existing equipment, and
- Replacement of existing equipment.

**\*For the FY 2023 Equipment Assistance Grants, Congress has specified that the equipment's value must be greater than \$1,000.** Grantees should keep in mind that this lower purchase threshold only applies to FY 2023 equipment grant funds.

Examples of equipment include, but are not limited to: refrigeration (reach-in or walk-in, if efficiently sized), preparation equipment (convection oven, combination oven, steamer, tilt skillet, food processor), serving line (effective flow and components including merchandising), holding cabinet, dishwasher, shelving, salad bar, food transport carts and carriers. SFAs are reminded that each unit must have a useful life of more than one year and the equipment must have a value greater than \$1,000.

NSLP Equipment Assistance Grant funds **may not** be used for the following:

- Renovation of the food service area,
- Facility renovation and construction costs,
- Administrative expenses,
- Indirect costs, and
- Set-asides for auditing services.

All purchase(s) made with the FY2023 NSLP Equipment Assistance Grant funds must comply with all applicable federal procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.318-326, and all state, and local procurement laws. Equipment procured with grant funds under this RFA must be practical and allocable in order to be reasonable and permissible costs. Any equipment purchased with these funds must be used for the NSLP and if applicable, the SBP.

### **Reporting Requirements**

The following reporting activities are required for participation in this grant:

FY2023 awardees:

- Reimbursement claim, including invoices;
- Final expenditure report due September 30, 2025; and
- Quarterly progress reports due on the following dates noting types of equipment purchased, accomplishments and challenges in expenditure activities, impact of purchased equipment on school food service operation, reason(s) for any unliquidated funds, and potential return of equipment grant funds:
  - January 15; (covering October 1 – December 31)
  - April 15; (covering January 1 – March 31)
  - July 15; (covering April 1 – June 30)
  - October 15; (covering July 1-September 30)

## Required Information/Proposal Format

Please use the following as a checklist in assembling and submitting your completed proposal. Submit only **ONE** proposal per SFA. Proposals will be considered ineligible if incomplete or not submitted as specified in the following order.

- \_\_\_ 1. **2023 Equipment Assistance Grant Application – Section 1:** Must be signed by the school district superintendent\* (if public SFA) or the official legally authorized to submit the proposal and to bind the SFA to its contents\* (if non-public SFA), the school business official, and the school food service director (or equivalent position) to submit the proposal. Please complete a separate form for each school for which the SFA is requesting equipment.
  
- \_\_\_ 2. **Site Information Form – Section 2:** Please complete a separate form for each site for which the SFA is requesting equipment.
  
- \_\_\_ 3. **Site Level Equipment Request List – Section 3:** Please complete a separate form for each site for which the SFA is requesting equipment.
  
- \_\_\_ 4. **Equipment Budget/Need – Section 4:** Please complete a separate form for each site for which the SFA is requesting equipment.
  
- \_\_\_ 5. **Quotes/Supporting Documentation:** Please submit equipment quotes and/or applicable supporting documentation with the application.

### Criteria for Review and Approval of Proposals

Proposals will be evaluated and scored by using the criteria outlined below, then ranked by score, and awarded according to rank and available funding. School enrollment as of **October 2023** will be the deciding factor between same-scoring proposals with higher enrollments receiving priority consideration. The total points possible are 100. Proposals will be considered ineligible if incomplete or not submitted as specified in the “Proposal Format” section above.

Review Criteria	Maximum Points
<b>Site</b> did not receive a previous NSLP equipment assistance grant (ARRA and the FYs 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, and 2022).	<b>40</b>
School demonstrates high need, i.e., are able to show school for which they are applying is in an underserved area, has limited access to other resources/funding to purchase equipment, current equipment is outdated, non-functioning, or non-existent.	<b>15</b>
School commits to using funds to increase breakfast participation, implement alternative breakfast model(s) or offer afterschool snacks and/or dinner through either the NSLP, CACFP At- Risk Afterschool Meal Program, or Summer Food Service Program.	<b>20</b>
School commits to implementing strategies for adopting lunchroom changes that provide more convenience and appeal to the student population (e.g., highlighting healthier choices, redesigning menus that target healthier entrees/options).	<b>5</b>
Free and reduced-price meal eligibility <ul style="list-style-type: none"> <li>• 50% or higher Free/Reduced</li> </ul> <p style="color: red; margin-top: 10px;"><b>If the school applying for the grant is CEP, DDOE will use the FREE claiming % of the individual school to assign points.</b></p>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

*The State Agency reserves the right to deny an award if the SFA is not in good standing.*

*Grant recipients chosen for an award from this RFA must comply with the following regulations, principals, and assurances.*

## **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: USDA “Nonprocurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying”
- 2 CFR Part 421: USDA “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 (Public Law 112-55)
- “The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006”

## **COST PRINCIPALS**

- 2 CFR, Part 200: Subpart E, Cost Principles

## **USDA REGULATIONS**

- 7 CFR Part 15: “Nondiscrimination”
- 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.

## **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

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)

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);

All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);

Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);

Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal

agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the State agency agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the State agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the State agency.

## 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, audiotape, 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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.



### **Miscellaneous Information**

a. Funding out clause

In the event funding fails to be appropriated as necessary to enter into or continue the grant, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

b. Appeals Process

In the event an applicant is not satisfied with the outcome of the RFA process, they may appeal within 15 days, in writing to the DDOE Director of Finance:

Jennifer Carlson, Director  
401 Federal Street, Suite 2  
Dover, DE 19901