

To: School Food Authorities

Subject: SFS-14-130 FY 2014 USDA National School Lunch Program (NSLP)
Equipment Assistance Grants for School Food Authorities CFDA 10.579

In December 2013, FNS distributed \$11 million (\$9.7 million authorized by the FY 2013 Appropriations Act and \$1.25 million recovered from the FY 2010 NSL Equipment Assistance funding) for equipment grants to 16 state agencies identified as having the greatest need.

With the new funding available through the FY 2014 Appropriations Act, FNS is providing a proportional share of funds to all state agencies that did not receive funding in December 2013, and additional funds to the 16 state agencies that received the December allocation. Louisiana will be awarded \$682,355 to be distributed to School Food Authorities (SFAs). These funds will allow SFAs to purchase equipment to serve healthier meals that meet the updated meal patterns, with emphasis on more fruits and vegetables in school meals, improve food safety, and expand access.

SFA Applications

SFAs participating in the NSLP that have not received equipment grant awards in 2009 or 2010 are eligible to submit applications. Eligible SFAs should submit applications on behalf of individual school sites that wish to receive a NSLP equipment assistance grant. The online application is accessible through the CNP website at <http://cnp.doe.louisiana.gov/>. Follow this path after login: click on the green School Food Service tab, go to the green side bar on the left and click on Forms, then click on the NSLP 2014 Grant Application tab. Additional information is located under memos and resources on the CNP website under the school food service forms section.

Submit online at <http://cnp.doe.louisiana.gov/>

Online application form available: October 1, 2014

Deadline to submit: October 31, 2014

**NO APPLICATION OR REVISION TO THE APPLICATION WILL BE
ACCEPTED PAST THE DUE DATE.**

Each school system participating in the CNP has two representatives who have passwords granting them access to the CNP website. These two individuals are the Superintendent and the Authorized Representative, who is most often the CNP Supervisor. A password may be reset by accessing the CNP website link and clicking on "reset password."

Equipment Definition

Equipment requests may include new equipment, renovation (refurbishment) of equipment, or replacement of equipment. The United States Department of Agriculture (USDA) regulation at 7 CFR 3016.3 and Office of Management and Budget (OMB) Circular A-87 define equipment for the purpose of NSLP equipment assistance grants as 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 procured using NSLP equipment assistance grant funds must be a reasonable and permissible cost.

Selected SFAs must maintain all documentation pertaining to this grant on file for three years in accordance with **7 CFR 210.23(c) and 7 CFR Part 3016.42**.

Criteria for Award of NSLP Equipment Assistance Grants to SFAs

State agencies must comply with the statutory requirement that these competitive grants are to be based on the need for equipment assistance in participating schools. In accordance with USDA grant eligibility criteria, applications will be accepted for only those schools within SFAs receiving no prior equipment grant funding from the 2009 and 2010 awards. Priority will be given to schools in which 50 percent or more of the students are eligible for free or reduce-price meals. In addition, state agencies must consider the ability of applicant SFAs to fully expend grant funds within three months of the award.

In order to make the most effective use of NSLP equipment assistance grant funds, there will be **four focus areas** included on the application. SFAs must select one of the focus areas when justifying their need for the equipment assistance grant.

Resources

The National Food Service Management Institute (NFSMI) has recently developed a resource for SFAs entitled Equipment Purchasing and Facility Design for School Nutrition Programs which includes information on decision making of purchase of school foodservice equipment. This resource is available on NFSMI's web site <http://nfsmi.org/>.

Approval Notification

If a grant is approved and awarded to your SFA, you will be **notified by November 16, 2014**. The notification will include the amount of the grant and the approximate date the SFA can expect the award to be deposited.

An invoice for the equipment item purchased with the federal funds provided through the LDOE, as a result of this grant request, must be provided with a request for reimbursement of funds awarded. The invoice must contain the name/description of the equipment item listed in this grant proposal/request and must clearly display the amount of funds that account for the grant award funds received by the school/school system and the amount of matching funds listed in the grant proposal/request submitted by the school/school system. This must be done for each equipment item for which a proposal/request for funding is submitted to and approved for funding by the LDOE.

If you have questions, please contact Judy Stracener directly at 225-342-9661, toll free at 1-877-453-2721 or 1-877-338-3663, or judy.stracener@la.gov.