

To: 2016 NSLP Equipment Assistance Grants for School Food Authorities (SFAs)  
Subject: SFS-17-11 Fiscal Year 2016 National School Lunch Program Equipment Assistance Grants for School Food Authorities

In February 2016, FNS distributed \$30 million provided by the Fiscal Year 2016 Agriculture Appropriations Act to state agencies that will competitively award equipment assistance grants to eligible School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP).

With the funding available through the Fiscal Year 2016 Agricultural Appropriations Act, FNS is providing a proportional share of funds to all state agencies. Louisiana was allocated \$552,927 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 improving food quality, food safety, energy efficiency, and participation.

### **SFA Applications**

Each SFA participating in the NSLP is eligible to submit applications on behalf of individual school sites that wish to receive a NSLP equipment assistance grant. An application is available online at the Child Nutrition Program (CNP) website as listed below.

**Submit online at <http://cnp.doe.louisiana.gov/>**  
**Application available online: November 1, 2016**  
**Deadline to submit: November 30, 2016**

**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) regulations at 2 CFR Part 200.33 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 procedures using NSLP equipment assistance grant funds must be a reasonable and permissible cost.

As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 applies, and equipment competitively procured using these grant funds must be necessary, reasonable and allocable.

Selected SFAs must maintain all documentation pertaining to this grant on file for three years in accordance with **7 CFR Part 210.23 (c)**, **7 CFR Part 3016.42** and **2 CFR Part 200.33**.

### **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 with priority given to schools where 50% or more of the enrolled students are eligible for free or reduced price meals and have not received equipment grant funding in 2009, 2010, 2014, or 2015. 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 Institute of Child Nutrition (formerly the National Food Service Management Institute) has recently developed a resource for SFAs entitled Equipment Purchasing and Facility Design for School Nutrition Programs which includes information on decision making for purchasing school foodservice equipment. This resource is available on the Institute of Child Nutrition's general website:

<http://nfsmi.org/ResourceOverview.aspx?ID=273>. This link goes directly to the resource section on the NFSMI website: <http://nfsmi.org/ResourceOverview.aspx?!D=273>.

### **Approval Notification**

Grant applicants that are approved for award will be **notified in writing by January 6, 2017**. The notification will include the amount of the grant and the approximate date the SFA can expect the award to be deposited.

An invoice or purchase order 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 or purchase order 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 and approved for funding by the LDOE.

If you have questions, please contact Helen Folks directly at 225-219-7769, 225-342-9661, or toll free at 1-877-453-2721, or [helen.folks@la.gov](mailto:helen.folks@la.gov).