

To: 2020 NSLP Equipment Assistance Grants for School Food Authorities (SFAs)

Subject: SFS-20-x227 SP17-2020s FY 2020 National School Lunch Program (NSLP)
Equipment Assistance Grants for School Food Authorities (SFAs)

FNS is distributing \$30 million provided by the Consolidated Appropriations Act, 2020, (Public Law 116-94), to State agencies to competitively award Equipment Assistance Grants to eligible School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP).

FNS provided a proportional share of funds to state agencies. Louisiana was allocated \$597,050 to be distributed to SFAs. Funding will support SFAs in the purchase of equipment for the purpose of serving healthier meals, improving food safety, and expanding access to meals in the National School Lunch Program and/or School Breakfast Program.

Applications

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

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

Application available online: October 1, 2020

Deadline to submit: November 2, 2020

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

Access to the online equipment grant application portal is restricted to designated CNP Administrators (Superintendent and CNP Authorized Representative) listed on the CNP Permanent Agreement. Designated administrators are individually issued a unique and secure password.

As certified in the CNP Permanent Agreement, it is the responsibility of each Institution, including individual CNP Administrators, to secure passwords. Passwords that have been potentially exposed, shared or which allow access to unauthorized user(s) must be reset. To reset a password, go to the CNP Website home page and click on “Password Reset” under the System Login box.

Equipment Definition

Equipment requests may include new 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 as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. Congress has specified that, for the purposes of the FY 2020 Equipment Assistance Grants, the threshold for the purchase of equipment cannot be lower than \$1,000.

Procurement

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.

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. Priority will be given to schools with greatest percentage of enrolled students eligible for free or reduced price meals. Sites that have received equipment grant funding in prior years are not eligible for the 2020 NSLP Equipment Grant awards. In addition, state agencies must consider the ability of 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.

Approval Notification

Grant applicants that are approved for award will be **notified in writing by November 30, 2020**. The notification will include the site name, piece of equipment awarded by site and the corresponding amount awarded. The notification of award will serve as state agency pre-approval for the purchase of **one (1)** piece of equipment for the site specified in the application.

Federal, state, and local procurement laws must be followed when purchasing equipment for the 2020 NSLP Equipment Grant Award. Equipment grant funding will not be provided for items purchased prior to the notification of award.

Equipment Fund Expenditure and Request for Reimbursement Submission

Equipment funds should be expended or obligated no later than 3 months after notification of the award. The funds will be made available on a reimbursement basis after funds are expended or obligated and the requirements for reimbursement are complete.

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 funding based on the lesser amount of the invoice/purchase order versus the amount of the initial award. Proof of obligating funds for the grant must be submitted and include the invoice / purchase order number, date, name/description of the equipment item as listed in the awarded application, and the cost of the equipment. This documentation must be submitted for each piece of equipment awarded by site.

The Request for Reimbursement must be received by the Louisiana Department of Education, Division of Nutrition Support no later than **March 1, 2021**. Award funds will be subject to forfeiture after this deadline and those funds will be awarded to the next highest scoring SFA.

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

Resources

The Institute of Child Nutrition (formerly the National Food Service Management Institute) 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: <https://theicn.org/> This link goes directly to the resource section on the NFSMI website: <https://theicn.org/icn-resources/>

For questions, please contact Helen Folks directly by phone at 225-219-7769, 225-342-9661, toll free at 1-877-453-2721, or by e-mail at helen.folks@la.gov.

