

RFP#GC17-013: FY 2016 Equipment Assistance Grant for School Food Authorities (SFAs)
Q&A – Part 2

Program Questions:

- 1. Are BOCES eligible to apply? BOCES are not listed under the eligible applicants section.**

As stated in the Eligible Applications section of the RFP, all Recipient Agencies (RA) under a School Food Authority (SFA) participating in the NSLP in New York State are eligible (including public school districts, non-profit nonpublic schools, charter schools and residential childcare institutions). BOCES that participate in the National School Lunch Program (NSLP) are part of public school districts and therefore are eligible to apply.

- 2. How can a BOCES confirm if it is part of the National School Lunch Program?**

Schools must have approval by the New York State Education Department (NYSED) to operate the NSLP. If you have questions regarding whether your school or district has authorization to operate the NSLP, please contact the Child Nutrition Office at (518) 474-8781.

- 3. If BOCES are eligible, is it only if they run a National School Lunch Program – i.e., so they cannot apply to receive funding to purchase equipment for culinary classroom instruction?**

SFAs may apply for an equipment grant on behalf of its eligible Recipient Agencies (RAs), including BOCES, that have been approved to operate the NSLP by the application deadline. Equipment grant funding must be used to support the federally assisted school nutrition programs. Funding cannot be used to purchase equipment exclusively for programs outside of the NSLP.

- 4. As a "form" question, did we need to submit the Appendix A, A-1G, NYSED Assurances, NYSED General Ed Assurances, Federal Terms, and Selection Criteria Form, with the Application Checklist, Application Form, FS-10 Budget and our exhibits? As the pages are all in one document it is unclear whether or not we need to copy those appendices and submit them with the application.**

Each submitted application should include all of the applicable components listed in the Application Instructions section of the RFP. This includes the Application Checklist, the Application Form, FS-10 Budget and any supporting documentation requested in the RFP. The Appendix A, A-1G, NYSED Assurances, and Federal Terms and Conditions are not part of the Application submission and should not be submitted; however, by signing and submitting the certification (Part 3 of the application), the applicant is certifying compliance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Certifications, Appendix A, Appendix A-1G.

- 5. Now that the deadline has been extended to Nov. 2, can a district that applied by the Oct. 12 deadline submit another application for more equipment -- if that district didn't request the maximum of \$20,000 for its eligible schools in its first application?**

Yes—SFAs may submit additional equipment grant applications on behalf of its eligible RAs. All applications that comply with the Mandatory Requirements stated in the RFP will be considered.

- 6. Given the twelfth hour extension that was granted, if we have already submitted an application prior to the original deadline, may we add further details or submit a revised**

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application? Because of budgetary constraints our grantwriter only works two days a week and our resources are limited, plus the original deadline was amid Columbus Day and Yom Kippur, and our agency was closed even on the day between as a late observance of Lincoln's Birthday, so the extension email came when the agency was closed (and not to the grantwriter per the Notice of Intent) and the application package had been mailed the day before the deadline. Additional time would have been greatly appreciated, so may we have the benefit of that by updating our submitted application?

SFAs that submitted an equipment grant application(s) prior to the announcement of the revised RFP may submit a revised application(s) providing that the SFA submits the following:

- a revised application(s) to replace in its entirety the previously submitted application; AND
- a note attached to the revised application that clearly explains what application is to be replaced. The attached note must indicate the SFA name, RA name, RA LEA Code, and the type and quantity of equipment requested.

Due to volume of applications that will be submitted in response to this RFP, it is not possible for NYSED to replace or add specific pages or information to individual applications.

7. If a BOCES is eligible, how do you determine its free/reduced lunch rate as of January 2016, for the bonus points (since we draw students from so many different districts)?

As stated in the Priority Funding section of the RFP, NYSED will calculate each RA's eligibility and participation rates using the January 2016 claim data reported in the Child Nutrition Management System (CNMS).

8. If our district has multiple schools (four elementary schools, one middle school and one high school) and the middle school only received school lunch equipment funding in the past, would the schools not funded in the past receive the 10 bonus points for being recipient agencies that have not received prior funding?

Bonus points will be awarded at the RA level. RAs that did not receive an equipment grant award through the American Recovery and Reinvestment Act (ARRA) Food Service Equipment Grant, the FY 2010 Equipment Assistance Grant, the FY 2014 Equipment Assistance Grant, or the FY 2015 National School Lunch Program Equipment Assistance Grant for School Food Authorities will receive an additional 10 bonus points toward their Total Score. RAs that received an equipment grant in the past will not be awarded any bonus points for this criterion.

9. If BOCES is eligible, does each site that houses a cafeteria/kitchen that serves meals through the National School Lunch Program qualify as a School Food Authority? For example, our special education program and CTE program each operate kitchens (in separate buildings) through the NSLP; can each apply for up to \$20,000 of equipment?

As defined in 7 CFR 210.2 a School Food Authority is the governing body which is responsible for the administration of one or more schools; and has the legal authority to operate child nutrition programs therein or be otherwise approved by USDA to operate the Program. As indicated in the RFP, a SFA may apply for an equipment grant(s) on behalf of its eligible RAs. The maximum grant amount that may be awarded to a RA is \$20,000; this applies regardless of whether a RA has more than one kitchen.

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- 10. I understand the maximum grant that will be awarded is \$20,000. Is it allowable to submit a grant application for the maximum amount and two smaller grant applications, so that if the large application is not funded that we may be considered for the two smaller ones.**

While SFAs may apply for equipment grant(s) with a total award amount exceeding \$20,000 per RA, however, \$20,000 is the maximum grant amount that may be awarded to a single RA. If all applications are fundable, they will be awarded in rank order by score until the \$20,000 limit is reached.

- 11. I would like to apply for equipment for 2 schools in my district, both desperately need a dish machine. Does the grant cover \$20,000.00 per school or just per district?**

The maximum grant amount is \$20,000 per RA.

- 12. If the total exceeds more than \$20,000.00 can the district or the food service fund put in the difference in the cost. For example 2 dish machines cost over \$20,000.00 can we apply and receive the \$20,000.00 towards the purchase?**

Yes—If the total amount exceeds \$20,000, the district may contribute the difference in cost.

- 13. If a district uses the New York State Office of General Services bid for cafeteria equipment, do the district still have to contact three vendors (since the bid is the result of quotes from many, many vendors)?**

Districts that use the New York State Office of General Services bid for cafeteria equipment or another cooperative bid for food service equipment should contact vendors that provide comparable equipment to show that amount requested is reasonable.

- 14. Should we include equipment specification sheets for all equipment considered? Or is just the sheet for the model/make that was ultimately selected sufficient?**

Applicants should submit supporting documentation to adequately address the criteria in Section 4 – Research and Budget of the Application Form. Applicants are encouraged to submit supporting documentation for all equipment considered to demonstrate that alternative pieces of equipment were researched.

- 15. We are interested in requesting funding for additional POS equipment. Since it must be compatible with our existing equipment, it isn't feasible to request quotes from other vendors. In other words, the manufacturer is the only vendor. Therefore, we will only have the one quote. Is this acceptable?**

Section 4 – Research and Budget of the Application Form instructs applicants to submit three quotes from vendors supplying the equipment requested. Applications for a specific piece of equipment that is only available through one vendor should supply quotes for alternative pieces equipment to show that the cost requested is reasonable.

- 16. We do not have a kitchen in our school and we would like to build one. Will the Hood for the Kitchen qualify as an equipment under this grant?**

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Equipment purchased with the FY 2016 NSLP Equipment Assistance Grant must be used to support the federally assisted school nutrition programs, and as with all federal funds, equipment purchases must be necessary, reasonable and allocable. This grant may be used to cover the cost of equipment, including the cost of modification, attachments and accessories necessary to make the equipment usable for the purpose for which it was acquired. This grant may be not used to cover modifications and/or renovations that are not required to make the requested equipment operational.

Fiscal Questions:

- 17. The instructions state we have to provide a FS-10 with the grant request. I wouldn't have that information for the form. Does the business office have a FS-10? What do I do with this form?**

As stated in the Application Instructions section of the RFP, the FS-10 Budget Form is available to download at <http://www.oms.nysed.gov/cafe/forms/>. SFAs should complete and submit the FS-10 Budget Form in accordance with the instructions listed on page 1 of the Form.

- 18. If equipment is valued at less than \$5,000, should we include it in the supplies/materials or equipment codes of the FS-10?**

Applicants are required to submit a Capitalization Threshold Policy stating the specific dollar amount at which the organization considers an item to be equipment rather than a supply/material for any piece of equipment valued at less than \$5,000. Therefore, all equipment purchased through this grant is classified as equipment and not supplies/materials.

Prequalification Questions:

- 19. Do we have to pre-qualify for the grant? Does the place we get the quotes from have to be pre-qualified?**

All not-for-profit applicants are required to pre-qualify by the application deadline in order to be eligible for a grant award. The pre-qualification requirement applies to the not-for-profit organizations applying for an equipment grant; equipment vendors used by grantees are not required to pre-qualify.

- 20. Although individual schools are not required to be pre-qualified in the Grants Gateway to be eligible to apply for the NSLP Equipment Assistance grant, are they required to have an up-to-date account in the Grants Gateway by award?**

Only the lead applicant, the SFA, is required to prequalify in the Grants Gateway and that is if they are a not-for-profit organization.