



RFP #GC21-005: FY 2020 National School Lunch Program (NSLP) Equipment Assistance Grant for School Food Authorities (SFAs)

Application Important Reminders

- Prior to submitting your Equipment Assistance Grant Application, ensure that the submission includes all of the requested components and meets mandatory grant requirements. Use the application checklist on the next page to ensure your submission contains all required components. **Please review the RFP in its entirety prior to submitting an application.**
- **The SFA must submit one entire application that includes ALL required components.** If the SFA is applying for multiple pieces of equipment or for multiple Recipient Agencies (RAs), each application must include all components including but not limited to: the completed application form, certificate of occupancy and fire inspection (if applicable) and additional documentation such as equipment descriptions, vendor price quotes etc. (if applicable). **Awarded SFAs** will be expected to submit an [FS-10 Budget form](#) with an original signature **at the time of award**.

Mandatory Application Requirements:

Equipment Assistance Grant Applications will not be considered if an applicant is considered ineligible or if any of the mandatory requirements are not met. Refer to the RFP for additional information on the mandatory requirements.

- Not-for-profit applicants (including non-public schools and charter schools) must be Prequalified in the Grants Gateway by the application deadline. Additional information is provided in the Prequalification for Individual Applicants section.
- Applications must be submitted by an eligible applicant that is currently approved to participate in NSLP or that receives formal SED approval to operate NSLP by the application deadline.
- Applications must request equipment that is allowable under this RFP and has a minimum award value greater than \$1,000.
- All non-public school applicants must include a current Certificate of Occupancy from the local government authority having jurisdiction for determining compliance with applicable Building Codes of New York State and current building fire inspection indicating no violations from the local government authority having jurisdiction for determining compliance with applicable Fire Codes of New York State for the RA in which the equipment will be placed. Both documents must be as described in the "Required Documents" section of the RFP.

Application Submission Instructions:

Fully completed applications including all required pieces (complete application form, supporting documentation and any applicable mandatory requirements) must be **uploaded to the SharePoint submission portal by 11:59 pm May 4, 2021**

- Submit by uploading the completed PDF or Word application and all required documents [into the SharePoint submission portal](#)
 - SED **cannot** open Google docs, please only upload PDF or Word documents.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of P-20 Education Policy
Child Nutrition Program Administration
89 Washington Avenue Room 375 EBA Albany, NY 12234
www.cn.nysed.gov

- **To upload the completed application into the SharePoint submission portal, access the site with the emailed invitation. If you need the invitation to access SharePoint, write to FOODEQUIP@nysed.gov no earlier than March 26, 2021.**
- **The site will prompt you to sign in with your Microsoft account or to create a new one**
- **Review the information listed on the Home Screen**
- **Click "SFA Submissions" located in the left hand panel of the screen**
- **Click "+ New" and enter the corresponding values into the prompts**
- **Upload your application including all attachments by clicking Save**
- **Label the attachment as the Recipient Agency name**
- **For SFAs submitting multiple applications: Each application must be uploaded separately as its own. Do NOT scan multiple applications together in one PDF document.**



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Application #: _____
(For SED Use Only)

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Application Checklist

Include this checklist with the submission to verify that necessary materials have been included.

SFA Name: _____

RA Name: _____

Equipment Requested: _____

Is the request for an entire serving line? NO YES, # of requested items: _____ Total Funding Requested: \$ _____

Each application submission should include the following and be uploaded into the SharePoint submission portal by the application deadline of 11:59 p.m. on May 4, 2021:

- One completed Application Checklist for each application. A separate application must be submitted for each piece of equipment requested. See RFP for details.
- One signed grant application form for each piece of requested equipment.** For guidance on e-signatures, see the Application Submission Instructions document posted with the RFP

Each application MUST include:

- **Completion of parts 1 through 4 and detailed responses to part 5 of the application form**
 - **Three vendor quotes and any additional supporting documentation to substantiate the cost of each piece of requested equipment**
 - **ALL required documentation listed below, as applicable.**
- A copy of the RA's current Certificate of Occupancy from the local government authority having jurisdiction for determining compliance with applicable Building Codes of New York State as described in the "Required Documents" Section of the RFP (non-public schools only).
 - A copy of the RA's current building Fire Inspection indicating no violations from the local government authority having jurisdiction for determining compliance with applicable Fire Codes of New York State as described in the "Required Documents" Section of the RFP (non-public schools only).
 - Is the applicant prequalified, if required? *Required for Non-Public SFAs and Charter Schools* (While no documentation is required with the application, the applicant will be required to prequalify in order to be eligible for this grant opportunity).
 - The application should be uploaded and saved into the SharePoint submission portal once the prompted entries have been completed



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Application Form

School Food Authorities (SFAs) must complete a separate application for each piece of equipment for each Recipient Agency (RA) requesting funds. Requests for multiples of the same piece of equipment for the same RA may be contained within one application, but requests for different pieces of equipment must be submitted separately. See RFP for additional information. Please limit responses to the space provided.

Each submission should contain one complete application including all supporting documentation. *The application must be signed by the applicant’s chief school/administrative officer to be considered (See RFP). The food service director may not sign the application. The SharePoint submission should contain the SFA name, the number of applications being submitted and the total requested funding amount for the RA.

Applications must be **uploaded into the SharePoint submission portal by 11:59 pm May 4, 2021**

Applications without the following supporting documentation will not be considered:

- Current **Certificate of Occupancy** from the local government authority having jurisdiction for determining compliance with applicable Building Codes of New York State **AND** current building **Fire Inspection** that indicates no violations from the local government authority having jurisdiction for determining compliance with applicable Fire Codes of New York State (This is required for non-public schools only & both documents must be as described in the “Required Documents” section of the RFP)

Part 1 – General Information

School Food Authority (SFA): _____

12 Digit SFA LEA Code:

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School/ Recipient Agency (RA): _____

12 Digit RA LEA Code:

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Recipient Agency Address: _____

- Recipient Agency participates in:
- National School Lunch Program
 - School Breakfast Program
 - Afterschool Snack Program
 - Fresh Fruit and Vegetable Program
 - Summer Food Service Program

- Recipient Agency building is:
- Owned by SFA
 - Rented/leased building

* You may be asked to supply additional documentation relating to the physical location where the equipment will be used.

Food preparation method: On-site
 Satellite
 Vended- Name of Vendor _____

Is the Recipient Agency used as a Central Kitchen? No
 Yes
If yes, list RAs (Name & BEDS code) served: _____

Part 2 – Contact Information

Primary Contact:

_____ Name	_____ Title
_____ Email	_____ Phone Number

Food Service Director:

_____ Name	_____ Title
_____ Email	_____ Phone Number

Fiscal Contact:

_____ Name	_____ Title
_____ Email	_____ Phone Number

Part 3 – Certification

I hereby certify that I am the applicant’s chief school/administrative officer and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Certifications, Appendix A, Appendix A-1G and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The equipment acquired with these funds will be used in the non-profit National School Lunch Program to meet the nutritional needs of the students. I have read and understand the guidelines of the program, and, if selected, agree to implement the grant as outlined above in a manner consistent with the policies and procedures established by the United States Department of Agriculture (USDA). I agree to participate in any USDA-sponsored evaluation and to provide the information requested by the specified deadlines.

I certify that the equipment acquired with these funds will be procured in accordance with Federal, State and local procurement requirements that are required in 7 CFR Part 210.

Signature

Name (Please print)

Date

Title

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Part 4 – Equipment Request (5 Points)

Complete the following chart to identify the equipment item requested including all related costs. Please be specific. The total cost provided will help determine the award amount. Please provide supporting documentation (price quotes, equipment specification sheets, etc.) for requested items. **Note: If applying for an entire serving line, see the information below.**

Equipment Name/ Description: _____

Equipment is:

- New Equipment
- Renovation of old equipment
- Replacement equipment

Make & Model: _____

Size: _____

Primary Use: _____

Equipment Cost: \$ _____

Delivery Cost: \$ _____

Installation Cost: \$ _____

Disposition of Old Equipment Cost: \$ _____

Other Cost (specify): \$ _____

Total Per-Unit Request: \$ _____

Number Requested: _____

Total Request:

(Per-Unit Cost multiplied by Number requested) \$ _____

Serving Lines: Do NOT complete the chart above and follow these instructions:

SFAs who wish to add or replace an entire serving line, may complete one set of application questions (Part 5 of this application form); however, a separate Equipment Request chart **MUST** be completed for each piece of equipment requested for the serving line to identify the per-unit cost. A separate document titled “Equipment Request Chart for Serving Lines” has been posted with the RFP and includes 7 equipment request charts. Complete one chart for each piece of equipment included in the serving line and include the document with your application submission.

Please refer to the Guidance Manual for additional information.

Part 5 – Questions

Instructions

There are 4 required sections (Section 1: Recipient Agency Equipment Needs, Section 2: Quality Improvement, Section 3: Focus Areas, and Section 4: Research and Budget). Points will be awarded based upon your responses to the required questions as well as the selected focus area questions in Section 3.

Provide detailed responses to all questions in sections 1, 2, and 4.

Section 3 consists of 3 separate focus areas (Focus 1: Food Safety, Focus 2: Serving Healthier School Meals, Focus 3: Expanded Participation).

Select ONE of the three focus areas and provide detailed responses to all questions applicable to the focus area selected.

Please indicate which one of the focus areas has been selected in the checkbox below:

- Focus 1: Food Safety
- Focus 2: Serving Healthier School Meals
- Focus 3: Expanded Participation

*Please Note: No additional points will be awarded in the event that responses are provided to questions in more than one focus area. If the SFA provides responses to more than one focus area, points will be awarded for the first focus area addressed only.

Section 1 – Recipient Agency Equipment Needs

1(a)

Explain in detail why the current equipment/or lack of equipment is not meeting the needs of the NSLP? Include the age of existing equipment. (10 Points)

Section 2: Quality Improvement

2(a) Explain how the equipment will improve the overall quality of meals served. Please include a detailed description of the specific improvements (improved cooking methods, improved appearance and/or taste, new food items and/or recipes, improved nutrition quality, etc.). (10 Points)

Section 3: Focus Areas

Select one focus area and answer the questions for that focus area only. (There are only twelve (12) points available for this section. An applicant will not be awarded additional points for addressing more than one focus area. If more than one focus area is addressed, NYSED will score the response to the first focus area.)

Focus 1: Food Safety

3(a) How does this equipment improve the safety of preparing, serving and/or storing food? Please explain. Include any health department citations. (6 Points)

3(b) Explain how the SFA is currently experiencing challenges related to the safety of preparing, serving and/or storing food. (6 Points)

Focus 2: Serving Healthier School Meals

3(c) | Explain how the new equipment will allow your SFA to serve healthier school meals? (6 Points)

3(d) | Provide at least 3 specific examples of new food items or meal options that you will be able to prepare/serve in the reimbursable school breakfast and/or lunch meal with the new piece of equipment and explain how each new menu option meets the focus area of serving healthier school meals. (6 Points)

Focus 3: Expanded Participation

3(e) | How will the equipment allow for expanded participation in the NSLP and/or SBP? Please explain. (6 Points)

3(f) | Explain the specific strategies the SFA will be able to employ to increase the number of students participating in the NSLP/SBP. (6 Points)

Section 4: Research and Budget (Required)

4(a) Describe the research that was conducted and the information collected **to determine correct size, model, quality, and value of the item(s) selected**. Include the individuals involved in the process and specific models that were researched. Supporting documentation may be supplied (emails, inquiries, equipment specification sheets, etc.) (4 points)

4(b) Describe the **procurement** process, including the type of procurement conducted, to obtain the **best possible price** for the item requested. Include specific equipment vendors that were contacted. (4 Points)

4(c) Identify the supporting documentation included with this application to substantiate the cost requested. Supporting documentation may include quotes for equipment, labor, installation and delivery costs, etc. Complete the following chart and attach supporting documentation with your application for three vendors supplying the equipment requested. (4 Points)

1.	Vendor Name: _____
	Total Equipment Acquisition Cost: \$ _____
2.	Vendor Name: _____
	Total Equipment Acquisition Cost: \$ _____
3.	Vendor Name: _____
	Total Equipment Acquisition Cost: \$ _____