

**RFP #: GC20-021 FY 2019 National School Lunch Program (NSLP)
Equipment Assistance Grant for School Food Authorities (SFAs)
Q&A**

Please note: A modification was made to page 4 of the RFP in the “Introduction” section. The RFP now states: The equipment purchased with the FY 2019 NSLP Equipment Assistance Grant must be used to support the **federally assisted school meals programs**. Equipment may not be purchased exclusively for programs outside of **the federally assisted school meals programs**.

- 1. Where do I find the FS-10 that is required to be submitted with grant application?**

The FS-10 form can be found on the New York State (NYS) Education Department Grants Finance website in the forms section located here:

<http://www.oms.nysed.gov/cafe/forms/>

- 2. Is it okay to submit equipment spec sheets that are double-sided rather than single-sided in order to save paper (and postage) costs?**

Yes, you may submit double-sided specification sheets for the equipment request(s).

- 3. What is my New York State vendor ID? Is it the same as the Federal Tax ID?**

A NYS Vendor ID is a unique identifier issued by the NYS Office of the State Comptroller (OSC). A Vendor who intends to do business with and receive payment from New York State must register with the Office of the State Comptroller's (OSC) Vendor File System.

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number. It is used to identify a business entity.

- 4. Our school is in the process of completing an application for the food equipment grant. Can we verify if the total can exceed the limit of \$20,000 per RA, and the school will pay the remainder from the food account?**

Yes—The maximum award amount for a Recipient Agency(RA) is \$20,000. If the total amount exceeds \$20,000, the School Food Authority (SFA) may contribute the difference in cost.

- 5. Can we submit our application in person? In the past, we have been required to have a person's name for delivery purposes when we arrived. If we can hand-deliver applications, can you provide a name that we can use?**

Yes, hand-delivered applications must be received by 4:00 pm on the date of the application deadline January 24,2020. Hand-delivered applications may be brought to the security desk of the New York State Education Building Annex, located at 89 Washington Avenue Room 375 EBA, Albany, NY 12234. To confirm delivery, applicants should request that applications are received by Tara Webster or Colleen Hasselbach who may be contacted at (518) 473-8781.

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- 6. Just wondering the likelihood of receiving a grant considering that we were awarded \$67K for FY18 NSLP Equipment Grant.**

Please see the "Eligible Applicants" section and the "Method of Awarding Grants" section of the RFP for information relating to how eligible grant awards are made.

- 7. Is there an available list of approved equipment?**

Yes, a list intended to serve as a guideline when considering equipment options is available in the "Examples of Eligible Equipment Requests" section of the RFP. Please also see the "Equipment Definition" section of the RFP for more information.

- 8. If we won an award in 2015 can we still apply?**

Yes, please refer to the "Eligible Applicant's" section of the RFP.

- 9. In calculating the ADP are we totaling breakfasts and lunches and then dividing by operating days for District wide? Or by building? Also in calculating the numbers for each RA, do I combine breakfast and lunch or separate them and do two calculations? Am I dividing by that particular building enrollment for that time period and then multiplying by 100? Further, is this only for lunches or for breakfast and lunch and does the number of children participating mean ALL meals sold or just free and reduced?**

NYSED will be using the January 2019 claim for reimbursement to obtain this information. **Applicants do not need to calculate their Average Daily Participation (ADP) percentage. The NYSED Child Nutrition Office will calculate the ADP percentage. Below is the process in which the office calculates the ADP percentage as mentioned in the RFP.**

Please see the "Priority Funding" section of the RFP for details on how to calculate each Recipient Agency's (RA) ADP.

Average Daily Participation (ADP) means the average number of children participating in the **NSLP** each operating day. These numbers are obtained by dividing the **total number of lunches claimed** during a reporting period by the number of operating days in the same period. Since the ADP for this grant is based on the participation in the lunch program, the number of breakfast meals served is not used. Individual RA data is used for this calculation unless the RA is a central kitchen as described in the RFP.

RAs that have a high level of participation in the NSLP will receive an extra 5 points towards their overall score. To determine the level of participation for a RA, the ADP for each RA in the month of January 2019 will be divided by the total RA enrollment and multiplied by 100.

The most recent NSLP claim for reimbursement will be used for new SFAs/RAs in their first year of operation that do not have a NSLP claim for reimbursement on file for January 2019.

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Applications submitted for RAs where 40 percent or more of the enrolled children participate in NSLP will be awarded an additional 5 points.

For central kitchens, if at least 40 percent of the combined enrollment of all RAs served by the central kitchen participated in the NSLP during January 2019, the application will receive an extra 5 points during the technical review.

- 10. If we choose one section as the PRIMARY reason are we allowed to mention other justifications that may touch on the other sections? After answering a single section may I tangentially add the subordinate (still important) rationale?**

Please see the "Application Form" section of the RFP. As stated in this section: Applicants must provide detailed responses to all questions in sections 1, 2, and 4. Section 3 consists of three separate focus areas. Applicants must select ONE of the three focus areas and provide detailed responses to all questions applicable to the focus area selected. 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 only be awarded for the first focus area addressed.

Each question will be scored based on the response to that specific question using the established rubric. Please see the Selection Criteria Form.

- 11. Will Heat/AC Units for the kitchen area/cafeteria be a qualify equipment?**

No. A heating or air conditioning unit does not meet the intended purposes of this grant.

- 12. For schools in which all students are eligible for free meals through CEP, do those schools automatically receive the bonus points for having a high free/reduced lunch rate?**

Recipient Agencies (RAs) that have 50 percent or more students eligible for free or reduced-price meals in January 2019 will receive an extra 10 points during the technical review. Please see the "Priority Funding" section of the RFP for details.

- 13. For question 4D, do they need a sentence (or two) of introduction, or is simply filling out the chart with the vendor quotes and attaching those quotes enough?**

The application does not include a question 4 (D). Question 4(c) Instructions from the RFP- 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 with supporting documentation for three vendors supplying the equipment requested.

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- 14. Are we required to go out to bid to substantiate the cost requested as stated in section 4 (C) or must we just get 4 quotes?**

Please refer to the answer listed above. As written in the instructions, applicants must identify the supporting documentation included with the application to substantiate the cost requested.

Additionally, please see the "Procurement" section of the RFP for information relating to the procurement of awarded items. As with all federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply and SFAs must follow regulations at 2CFR Part, 200: Subpart E, Cost Principles.

- 15. How does a new SFA receive formal approval from SED Child Nutrition Program Office to participate in the NSLP? (page 5 of RFP)**

For more information on this process please visit our website:

<http://www.cn.nysed.gov/content/child-nutrition-programs-application-submission-process>

- 16. Our school applied for the previous equipment grant and we were denied since we didn't have a recent fire inspection. As far as we know the independent schools located in five boroughs of NY are NOT required to have the annual fire inspection. Please explain what we should do this year to be compliant.**

In order to meet the mandatory requirements of the RFP all non-public applicants regardless of location MUST submit a 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. It is required for this RFP even if not required for other reasons. Applicants that do not meet all mandatory requirements will be disqualified. Please see the "Required Documents" section of the RFP for more information.

- 17. Regarding Priority Funding categories and the calculation of points in each category, it is our understanding that if a school district operates a central kitchen, the central kitchen Priority Funding points calculations are only used if the district is seeking equipment for use in that central kitchen. If the equipment being sought is for use at individual RAs that are served by a central kitchen but it is not to be used at that central kitchen, then the Priority Funding points are calculated based on individual RA data and previous grant receipt status and not that of the central kitchen. Can you confirm that this is correct? Or if not, can you please clarify how individual RAs applying for grants for their own kitchens calculate their priority points if they are served by a central kitchen?**

You are correct. If the School Food Authority is applying on behalf of a Recipient Agency (RA) that is not a central kitchen, bonus points will be determined based on the individual RA for which the application is for.

- 18. On page 5, under "Focus Area Three: Expanded Participation" it states this includes "equipment that allows SFAs to support expanded participation in the**

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NSLP and/or School Breakfast Program." The and/or implies that School Breakfast Program items are eligible for funding. However, on page 4, in the introduction, it states: "Equipment may not be purchased exclusively for programs outside of the NSLP." Can this grant funding be used to purchase Reimbursable Meal Vending Machines that will only be used for reimbursable breakfast? Or does all equipment funded under this grant program need to be used towards lunch service as the primary purpose, with breakfast and other programs being impacted only in addition lunch?

Grant funding may be awarded to an eligible applicant to procure a reimbursable meal vending machine that offers complete breakfast meals that will be served as part of the federally assisted School Breakfast Program.

Page 4 of the RFP has been updated to state: The equipment purchased with the FY 2019 NSLP Equipment Assistance Grant must be used to support the federally assisted school meal programs. Equipment may not be purchased exclusively for programs outside of the **federally assisted school meals programs**. When a RA participates in other school meal programs (such as the School Breakfast Program (SBP), After School Snack Program, Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP)), in addition to the NSLP, those other meals programs may benefit from equipment purchased with FY 2019 NSLP Equipment Assistance Grant funds.

19. Would POS terminals throughout a district be an eligible item to request under this grant?

Yes, if it has been demonstrated through the submission that the POS terminals will be used for the school meals programs and meets the definition of "Equipment" as described in the RFP, then it would be acceptable.

20. I wanted to ask that someone share with us the reasons why we did not receive the equipment request last year when we applied for the same grant. This info would be helpful for us when we prepare to apply again. Is there any way I can receive a copy of last years' grant application for our School?

You should request this information from the appropriate administrative authority in your school. All unsuccessful applicants from previous equipment grants had the opportunity to request a debriefing within fifteen (15) calendar days of receiving the notice of non-award from NYSED. We are not able to provide a debriefing of equipment grant applications outside of that timeframe.

21. A school that currently serves meals purchased from a vendor and is in the process of completing a new facility which will be operational in the coming school year. The new facility will include a full kitchen for meal preparation. Can they submit a proposal for kitchen equipment to be put in the new facility?

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Please see the RFP's "Eligible Applicants" section and "Equipment Definition" section for more information. **The project period for this grant is 7/1/2020-6/30/2021. Therefore, all project activities must be completed by 6/30/2021. This includes the procurement, installation and use of the awarded items at the Recipient Agency (RA) the equipment was awarded to. The School Food Authority must ensure the correct and current physical address of each RA is on file with the State Education Department (NYSED).**

Any change in a School Food Authority's program operation, including an address change, must be reported to the State Education Department Child Nutrition Program Office.

- 22. The building we are currently updating for our new ITP School does not have a current Certificate of Occupancy. Our intentions are to have updated and ready to move into for the next school year, how can I include their needs on this grant?**

Please see the RFP's "Eligible Applicants" section, "Required Documents" section and "Equipment Definition" section for more information. **The project period for this grant is 7/1/2020-6/30/2021. Therefore, all project activities must be completed by 6/30/2021. This includes the procurement, installation and use of the awarded items at the Recipient Agency (RA) the equipment was awarded to. The School Food Authority must ensure the correct and current physical address of each RA is on file with the State Education Department (NYSED). Equipment will not be awarded to a location that is not approved to operate in the National School Lunch Program (NSLP) by the application deadline.**

- 23. If an SFA establishes a capitalization threshold dollar amount which is approved on an annual basis at the start of the fiscal year by the BOE but is not specifically written into the actual BOE policy, is this acceptable? If so, what documentation would need to be provided to state that threshold.**

For information please refer to the "Capitalization Threshold Policy" section of the RFP. As stated in this section, SED will accept a written statement on school letterhead that is signed by the SFA's administration (superintendent, business official, treasurer) as the Capitalization Threshold Policy. The written statement must meet the requirements of the Capitalization Threshold Policy as described in the RFP, be on school letterhead and signed by the SFA's administration and must be a current practiced policy at the SFA for the Child Nutrition Programs.