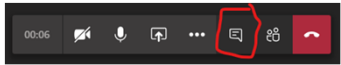




Welcome to the NSLP Equipment Assistance
Subgrant Pre-application TA Session
Teams Meeting!

Please mute your microphone. You can
use the meeting chat by clicking on the
show conversation button on your toolbar.



Molly M. Spearman – State Superintendent of Education



National School Lunch Program
2020–21 Equipment Assistance Subgrant
Pre-Application Technical Assistance

Diane Gillie
Office of Health and Nutrition
South Carolina Department of Education
May 1, 2020

Molly M. Spearman – State Superintendent of Education

Objectives

- Review programmatic and fiscal requirements
- Present application timeline and key components
- Explain components of the Application Narrative
- Provide submission instructions
- Answer questions.

Purpose

To enable School Food Authorities (SFAs) to purchase equipment to serve healthier meals that meet updated meal patterns, with emphasis on more fruits and vegetables in school meals; to improve food safety; and to expand access.

Must address all four focus areas.

Eligible Applicants

SFAs may apply on behalf of its schools that

1. currently participate in NSLP
2. have not received equipment subgrants under the American Recovery and Reinvestment Act of 2009 and the FY 2010, FY 2013, FY 2014, FY 2015, FY 2016, FY 2017, FY 2018, and FY 2019 (round one) Agriculture Appropriations Act

Eligible Applicants (cont.)

3. have an enrollment of 50 percent or more of students eligible for free or reduced-price meals

List of eligible applicants—RFP pages 45–50.

Timeline

Date	Activity/Action
June 10, 2020	Deadline to submit applications
August 2020	Notification of awards
January 15, 2021	SFAs must have obligated funds
June 30, 2021	Equipment must be installed and <u>all</u> funds expended
August 15, 2021	Final report due to SCDE

Funding Overview

- Subgrant awards *per school* will range from \$15,000 to \$25,000
- Includes all costs to make equipment useable (installation, electric, water supply, etc.)
- Requests for more than \$25,000 will not be funded.

Focus Areas

1. Improve *nutrition and quality* of meals
2. Improve the *safety* of food
3. Improve *energy efficiency*
4. Expand *participation*.

Statutory and Other Requirements

- Child Nutrition Program Director/Supervisor
 - responsible for assessing and determining need of each school
 - should include other supporting personnel in decision-making process
- Required to follow all federal, state, and local procurement laws when purchasing equipment
- Funds must be tracked separately from other child nutrition funds.

Statutory and Other Requirements (cont.)

- 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted at 2 CFR Part 400
 - 2 CFR Part 25—Universal Identifier and System for Award Management (SAM)
- All recipients of must maintain an active SAM registration.

Program Accountability and Monitoring

SCDE monitors that each applicant

- Meets eligibility requirements
- Provides assurances of compliance with program implementation and reporting requirements
- Appropriately uses funds
- Implements and reports activities within scheduled timeline
- Uses an appropriate financial system.

Authorized Activities

Must address *all four* focus areas:

1. Food Quality
2. Food Safety
3. Energy Efficiency
4. Expand Participation.

Authorized Activities

Use best practices to assist in efforts to upgrade food service equipment to serve healthier meals (RFP page 6):

- Work collaboratively to implement strategies
- Nonprofit and for-profit organizations provide assistance.

Unauthorized Use of Funds

- Non-commercial equipment
- Commercial equipment not conducive to existing kitchen/cafeteria infrastructure
- Administrative costs.

Funds must be used strictly for this subgrant program.

Questions



Please type
your
questions in
the chat box.

Selection Criteria

Narrative Sections	Points Available
Needs Statement	40
Focus Area(s)	40
Management and Sustainability	20
TOTAL	100

Application Overview

- ☐ Online Form Sections
 - SFA Information
 - Contact Information
 - Equipment Information
 - Summary of Funds Requested
- ☐ Proposal Attachments
 - Application Narrative
 - Appendices
 - Pre-Award Audit Questionnaire

Application Overview (cont.)

☐ Proposal Attachments

- Application Narrative Content
 1. Needs Statement
 2. Goals and Focus Area(s)
 3. Management and Sustainability
- Appendices
 - Certification Signature Page
 - Equipment Specifications Form
- Pre-Award Audit Questionnaire

Application Narrative Format

Format Requirements	
Length of Narrative:	Maximum of 4 pages, not including table of contents and Timeline of Activities.
Required Font/Size:	Times New Roman/12.
Margins:	1" on all sides.
Page Numbers:	Place page numbers at bottom of page, right margin.
Spacing:	Double-space narrative. Tables and charts may be single-spaced.
Final File Format:	PDF document.

Application Narrative

1. Needs Statement (maximum of 40 points)
 - Types of equipment needed and why (indicate if replacement equipment)
 - Identify Child Nutrition Program Director/ Supervisor
 - List others (i.e., parents, teachers, students, and funders) involved
 - List nonprofit and for-profit that will provide assistance.

Application Narrative (cont.)**2. Focus Area(s) (maximum of 40 points)**

Must address all four focus areas.

- Focus Area 1—Food Quality
- Focus Area 2—Food Safety
- Focus Area 3—Energy Efficiency
- Focus Area 4—Expand Participation

Application Narrative (cont.)**3. Management and Sustainability (max. 20 pts.)**

- Identify person responsible for administering and managing proposed equipment acquisition(s) (name, job title, and function)
- Include Timeline of Activities for equipment acquisition, installation, and initial use.

Start Date—End Date	Activity to Acquire, Install, or Initially Use Equipment	Related Focus Area	Evidence that Proves Activity Has Been Completed	Persons/Agency Responsible
---------------------------	---	--------------------	--	-------------------------------

Application Narrative (cont.)**3. Management and Sustainability (cont.)**

- Discuss how equipment will be sustained beyond subgrant period, including warranty and service agreements
- Identify who will be responsible for monitoring warranty and service agreements throughout life of equipment.

Budget

1. Complete budget information online
 - Summary of Funds Requested
 - School Information
2. Complete Equipment Specifications Form for each piece of equipment (RFP page 35).
 - Ensure costs are correct and consistent.

Appendices

- Certification Signature Page
- Equipment Specifications Form

Certification Signature Page

National School Lunch Program Equipment Reimbursement	
2019-2020 Competitive Bidding	
Office of Food and Nutrition	
Certification Signature Page	
Appendix C: Required USDA Forms	
Certification Signature Page	
Certification I hereby certify that to the best of my knowledge, the information and data contained in this application are true and correct. The applicant is providing both the fully executed this application and documentation, and the applicant will comply with the USDA Reimbursement and Terms and Conditions for USDA Subgrants if the grant is awarded. The applicant's equipment and service costs are the lowest. Form 10-2019 (Equipment) (USDA)	
Signatures Name: _____ Title: _____ Signature of Superintendent _____ Date Signed: _____ Signature of Principal _____ Date Signed: _____ Signature of Food Service Director _____ Date Signed: _____ Signature of Facilities Director (if applicable) _____ Date Signed: _____	

Equipment Specifications Form

 SOUTH CAROLINA DEPARTMENT OF EDUCATION	National School Lunch Program Equipment Assistance Competitive Subgrant 2019-20 EQUIPMENT SPECIFICATIONS FORM
District: _____	
School: _____	
Name of Equipment: _____	
Model Number: _____	
Cost (include installation, delivery, etc.): _____	
Will equipment be purchased off the State Contract for Commercial Equipment? ☐ YES ☐ NO	
Is necessary electricity available to support equipment? ☐ YES ☐ NO	
If NO, have arrangements been made to have electrical needs met? ☐ YES ☐ NO	
Is equipment: ☐ Energy-star rated ☐ Underwriter Laboratory (UL) rated	
☐ National Greenhouse Foundation (NSF) rated, and L111	
Specifications or attach document to clearly identify specifications for this piece of equipment.	

Pre-Award Audit Questionnaire



Questions



Please type
your questions
in the chat
box.

Julie Hicks

Grants Program, Division of Legal Services

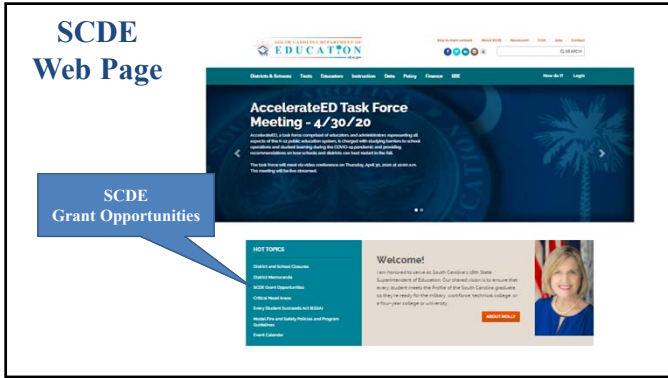
APPLICATION SUBMISSION PROCESS

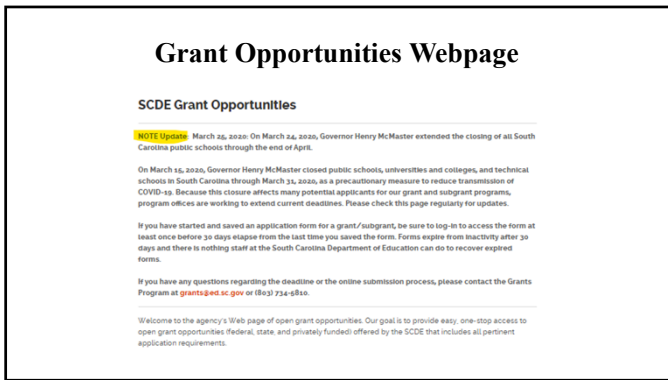
Objectives

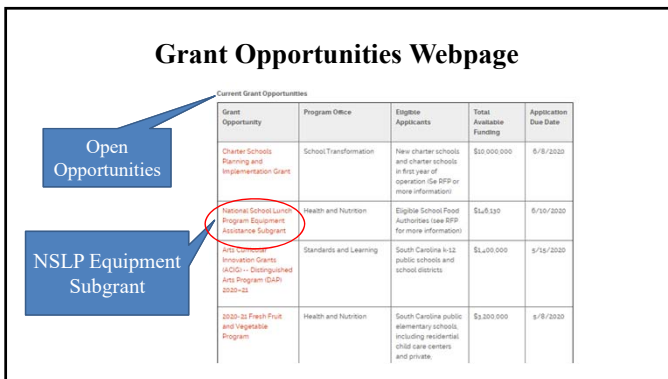
- Organizing application before submission
- Properly and successfully submitting an application.

General Information

- Deadline: 5:00 p.m., June 10, 2020
- Read entire Request for Proposals (RFP) prior to going online
- [NSLP Equipment Assistance Subgrant Opportunity](#) page
- Submit application [online](#)
- Applications cannot be accessed once submitted.







NSLP Subgrant Web Page

Home / Finance / Grants / SCDE Grant Opportunities / 2020-21 National School Lunch Program Equipment Assistance Subgrant Program

2020-21 National School Lunch Program Equipment Assistance Subgrant Program

Description

The purpose of this program is to enable SFAs to purchase updated meal patterns, with an emphasis on more than purchased locally, improved food safety, and expand equipment needed to serve healthier school meals, as access to school meals.

Program Office

Health and Nutrition

Eligible Applicants

School Food Authorities may apply on behalf of a SFA. Currently participates in NSLP.

2. Did not receive equipment assistance under the FY 2010, 2012, 2014, 2016, 2017, 2018, and 2019 of eligible schools and

3. Has an enrollment of 50 percent or more student

Total Funding Available

\$545,130

Please make sure to mute your microphone upon entering the room.

Contacts

Diane Gille
803-734-8193
dgille@ed.sc.gov

Documents

Request for Proposals (DOCX, 2.02 mb) - 4/8/2020

Online Application

Equipment Specifications Form (PDF, 255 kb) - 4/8/2020

Program Web Page

Office of Health and Nutrition

Subgrant-related Documents

Before Beginning Submission

- Complete proposal attachments
 - Application Narrative and Appendices
 - Obtain all signatures early
 - Save documents as directed in RFP
- Compile information to complete online form sections using screenshots in RFP (pages 16–24).

Application Organization

- Online Form Sections
- Proposal Attachments



See screenshots in Request for Proposals (RFP).

Online Form Sections

- School Food Authority Information
- Contact Information
- Equipment Information
- Summary of Funds Requested



School Food Authority (SFA) Information

SFA Information (cont.)

Not active in SAM.gov

DUNS Number *

Taxpayer Identification Number (TIN) *

Is the school district registered and active with the Federal System for Award Management (SAM)? *

☐ Yes ☒ No
For more information on SAM, refer to pages 6-8 of the Request for Proposal or visit www.sam.gov.

The SCDE cannot make a subaward of federal funds to an applicant that has not complied with the requirements described in 2 CFR Part 25 to maintain an active SAM registration. This school food authority is ineligible to receive a grant award until the SAM registration status is current and active.

SFA Information (cont.)

Active in
SAM.gov

DUNS Number *	Taxpayer Identification Number (TIN) *	Is the school district registered and active with the federal System for Award Management (SAM)? *	SAM Registration Expiration Date *
		☒ Yes ☐ No For more information on SAM, visit the page 6 of the Request for Proposals.	
School Name *		School Address (enter ZIP+4 code)	
		Address Line 1 Address Line 2 	
		City	State ZIP Code
Has the school received prior NSLP Equipment Assistance funds? *			
☐ In 2009 (ARRA) ☐ In 2010 ☐ In 2013 ☐ In 2014 ☐ In 2015 ☐ In 2016 ☐ In 2017 ☐ In 2018 ☒ In 2019 (Round One) ☐ Never received NSLP funds.			

SFA Information (cont.)

Has the school received prior NSLP Equipment Assistance funds? *

☐ In 2009 (ARRA) ☐ In 2010 ☐ In 2013 ☐ In 2014 ☐ In 2015 ☐ In 2016 ☐ In 2017 ☐ In 2018 ☒ In 2019 (Round One)
☐ Never received NSLP funds.

You indicated that this school received previous NSLP Equipment Assistance funds.
This school is ineligible to apply for additional funding.

If you select the year the school received a subgrant, this message will appear.

SFA Information (cont.)

Has the school received prior NSLP Equipment Assistance funds? *

☐ In 2009 (ARRA) ☒ In 2010 ☐ In 2013 ☐ In 2014 ☐ In 2015 ☐ In 2016 ☐ In 2017 ☐ In 2018 ☐ In 2019 (Round One)
☒ Never received NSLP funds.

Percentage of Students Eligible for Free and Reduced-Price Meals

Does this school participate in CEP?

☐ Yes ☐ No

Number of Equipment Items Being Requested for this School *

Enter percentage of students eligible for free and reduced-price meals.

Up to 5 items per online application.

Contact Information

Use formal names and provide contact information.

Contact Information

Superintendent Information

Superintendent's Name

Superintendent's Phone

Superintendent's Email

Principal Information

Principal's Name

Principal's Phone

Principal's Email

Contact Information (cont.)

SFA Finance Director Information

SFA Finance Director's Name

Finance Director's Phone

Finance Director's Email

School Food Service Director/Supervisor Information

School Food Service Director's/Supervisor's Name

School Food Service Director's/Supervisor's Phone

School Food Service Director's/Supervisor's Email*

Confirm School Food Service Director's/Supervisor's Email*

Contact Information (cont.)

Facilities Director Information (if applicable)

Facilities Director's Name

Facilities Director's Phone

Facilities Director's Email

Equipment Information (cont.)

Equipment Information

List equipment being requested in order of priority based on need.

Equipment Item 1 Description

Estimated Cost (including installation)

Type of Purchase (Select One)

Will equipment be purchased off State Contract for Commercial Equipment?

Focus Area(s) for this Equipment Item (check all that apply)

Will the SFA accept partial funding for this equipment item?

\$

☐ New Equipment

☐ Replacement of Equipment

☐ Renovation of Equipment

☐ Flood Quality

☐ Flood Safety

☐ Energy Efficiency

☐ Board Participation

☐ Yes

☐ No

☐ Yes

☐ No

Equipment Information (cont.)

List equipment being requested in order of priority based on need.

Equipment Item 1 Description

Estimated Cost (including installation)

Type of Purchase (Select One)

Will equipment be purchased off State Contract for Commercial Equipment?

Age of Equipment to Be Replaced/Renovated

Focus Area(s) for this Equipment Item (check all that apply)

Will the SFA accept partial funding for this equipment item?

Indicate the minimum amount of funding the SFA will accept for this item.

\$

☐ New Equipment

☒ Replacement of Equipment

☐ Renovation of Equipment

☐ Flood Quality

☐ Flood Safety

☐ Energy Efficiency

☐ Board Participation

☐ 1-5 years

☐ 6-10 years

☐ 11-15 years

☐ 16-20 years

☐ Over 20 years

☐ Yes

☐ No

☒ Yes

☐ No

\$

Summary of Funds Requested

Summary of Funds Requested

Equipment Item(s)

Total Funds Requested (Per Equipment Item)

Click to autofill from previous screen

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

Total Funds Requested (All Equipment Items):

\$ 0.00

Fields will auto-populate

Total will auto-calculate

17

Saving Progress

Previous **Save and Resume Later** Submit Application

Click to save progress

Saving Progress (cont.)

Summary of Funds Requested

Equipment Items: **Save and Resume Later**

Click to save/stop equipment

Are you sure you want to leave this form and resume later? Please enter a password below to securely save your form.

Enter your name and e-mail address

Cancel **Save and get link**

Create password

Click - Save and get link

Saving Progress (cont.)

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<https://data.humanslack.com/forms/515271142009a002092>

Want us to email you this link? Enter your email below and click "Send save and resume link"

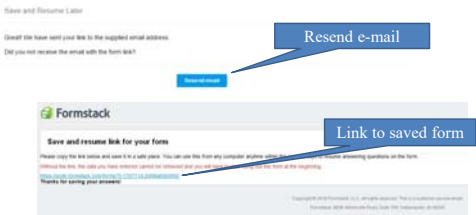
Your e-mail address

Send save and resume link

Enter e-mail address

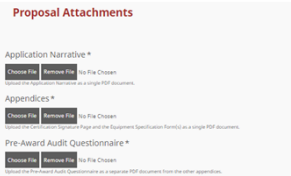
Click on - Send save and resume link

Saving Progress (cont.)

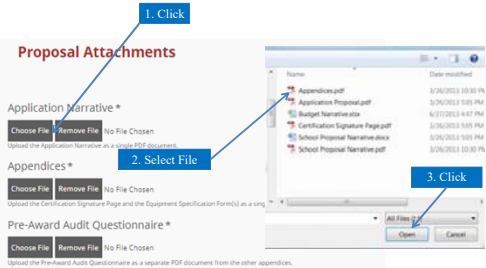


Proposal Attachments

- Application Narrative
- Appendices
 - Certification Signature Page
 - Equipment Specifications Form
- Pre-Award Audit Questionnaire



Attaching a File



PDF File Size Limit

Total file size of attachments is limited to **25 MB**.

Suggestions for Minimizing File Sizes:

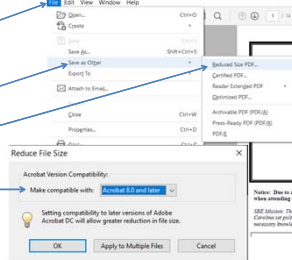
- Save PDF documents in black and white – smaller file size
- Do not include unnecessary or extra documents
- Do not include graphics or pictures
- Reduce file size of PDF documents.

Reducing PDF File Size

In Adobe Acrobat Pro DC or higher select:

1. File
2. Save As Other
3. Reduced Size PDF.

Then select desired Acrobat compatibility (we suggest version 8.0 or later).



Completing Submission

Data Review and Confirmation Page

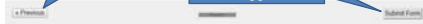
Please review and verify the information in the following summary prior to submitting your application. If any of the entries are incorrect, click on the "Previous" button at the bottom of each page to return to the appropriate section(s) and reenter the correct information. If all of the entries are correct, click on the "Submit Form" button in the lower right corner of this screen. You will receive a confirmation message that your application was successfully submitted.

School Food Authority Information:

Preview of data entered

Click to return to form sections

Click to submit online application



Submission Confirmation



Onscreen Confirmation

Thank you for completing the online submission of your 2020-21 National School Lunch Program (NSLP) Equipment Assistance Subgrant application.

The School Food Service Director/Supervisor will receive a confirmation email in a few minutes that includes the data submitted with your application. Retain that email for your records.

Email Confirmation

For more information, please contact Diane Gillie at dgillie@ed.sc.gov or call 803-734-0699.

Your application has been received. A copy of the data you submitted is included below. Please retain this email for your records.

If you have question or concerns regarding this NSLP Equipment Assistance grant opportunity, please contact Diane Gillie at dgillie@ed.sc.gov or call 803-734-0699.

Reminders

- You cannot return to application once it is submitted
- If needed, reenter entire application; last completed submission will be reviewed
- Food Service Director/Supervisor will receive confirmation email and copy of data submitted
- Retain submission confirmation email and data along with other important subgrant documents.

Questions



Please type
your questions
in the chat box.

Contact Information

For additional assistance, contact:

- Diane Gillie, 803-465-1061, dgillie@ed.sc.gov for NSLP Equipment Assistance subgrant and program operation questions
- SCDE Grants Program, grants@ed.sc.gov for online submission questions.
