

**Application for FY18 Equipment
Assistance Grant
Deadline:
December 4,
2017
One Application Per School Per Piece
Of Equipment**

1. Name of LEA/SFA: Marion County Schools
2. School Name: Marion County Middle School
3. Equipment Needs for this School

Equipment Needed	Focus (1,2,3,4,5,6)	Approximate Cost \$
Walk In Freezer	2	\$29,000

Criteria/Focus Areas:

1. Equipment that improves the nutrition and quality of meals (E.g. replacing fryers with combination steamer-ovens) .
2. Equipment that improves the safety of food served in the school meal programs (E.g. equipment that holds food at appropriate temperatures)
3. Equipment that improves the overall energy efficiency of the school food service operations (E.g. replacing current equipment with more energy efficient)
4. Equipment used to improve or expand participation in the NSLP and/or the School Breakfast Program (E.g. mobile carts for alternative meal service options)
5. Equipment that promotes smarter lunchroom (e.g. lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices.)
6. Age of current food service equipment or lack of appropriate equipment (e.g. current equipment is outdated and limited, and limits menu variety)

Write a paragraph:

- 1) Explain the need and describe how this piece of equipment will change current program operations.
- 2) Identify the difference that the equipment will make in the school nutrition program.
- 3) Share how the equipment will improve participation, food safety, energy efficiency, nutrition and quality of meals, or promote smarter lunchrooms.
- 4) Identify how the equipment will be utilized in the School Breakfast or National School Lunch program.
- 5) Share the process conducted for selecting the school and piece of equipment needed.
- 6) Identify your timeline to complete the procurement and expenditure activities by Sept. 30, 2018.

This must relate to the criteria/focus area you choose.

In Marion County, we have recently created a "Whole New World" of education systems by creating a centralized 6th & 7th grade center and a centralized 8th & 9th grade center. Though this transition has been awesome for our students, it has created some food storage issues at our 6/7 center. The building that houses the 6/7 center -- Marion County Middle School -- has nearly doubled in enrollment going from having 259 students last year to 486 this year and roughly 15 more staff members. Though it has the space for children, this building was not equipped with the space for food storage -- particularly frozen foods -- causing us to overfill the current walk-in to the point of it being a safety hazard and adding additional chest freezers that are not energy efficient and take up additional space.

The addition of a walk-in freezer would provide the needed storage space, allowing us to eliminate the use of the less efficient chest freezers and no longer overfill the current walk-in. Not only would the freezer service Marion County Middle, it could also be utilized by the entire district as a centralized freezer. This option becomes needed when we receive large quantities of commodities, for summer feeding and in the case of a freezer going down in another school.

This would increase safety for students and staff alike as well as increasing energy efficiency. Along with the fact that the additional chest freezers take up space and are energy suckers there is always concern that even with constant monitoring they may not continually hold temperature as well as the walk-in which then creates a safety hazard for everyone. Staff would be able to organize the freezer in a way so that they could reduce moving product around multiple times which causes strain on their bodies and minimizing the risk of boxes in an over-packed freezer falling on them.

On a daily basis, Marion County Middle serves close to 250 breakfasts with just over 50% of its students eating, and 400-plus lunches which is nearly 90% of its students as well as another 40-60 supper meals served four days a week. With that many meals there is a lot of food to be stored in a freezer that was installed to accommodate roughly 300 students. The goal is to make the new freezer large enough that it can be used not only by Marion County Middle but also as a central freezer for the district in the event that we have an issue with a freezer in another building or have large quantities of commodities.

In determining equipment needs to write this grant, I looked at our district holistically by

analyzing our equipment inventory, repair bills and getting feedback from our district maintenance director as well as cafeteria managers. As a district we have already replaced some equipment and have rearranged equipment in order to accommodate our "Whole New World". Freezer space for this building is a priority for us, but freezer space is tight in many of our buildings. With the possibility of grant funding for at least part of the project and the space we have at Marion County Middle a large freezer that will serve that building but could also be used to accommodate other needs in the county is a win-win.

Our timeline for procurement and expenditure activities will follow all state and federal guidelines with the intent to order and install the freezer as quickly as possibly without disrupting normal daily operation. Within two weeks of receiving notification of the award, I will post a request for bids in local media and bid specifications on our district website. I will then allow 30 days for bids to come in, with them being opened at the designated time and place. Bid acceptance and approval would then be on our next scheduled board agenda. Once approved, I would order the freezer with hopes of installation during the next school break.

APPLICATION CHECKLIST AND SCORING FOR EQUIPMENT
ASSISTANCE FY17

LEA/SFA: Marion County Schools

Total Score

SCHOOL: Marion County Middle

Summary of Required Information:

We are requesting assistance in order to install a large walk-in freezer that can be used both for the school where it is located and as a central freezer for the district.

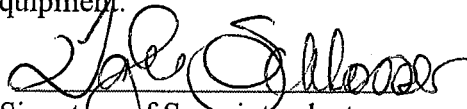
Percent of F/R for October 2016

This school was not in existence in 2016 therefore does not have F/R numbers for that year. In 2016 our district was 71.34% F/R. This school is currently 63.37% F/R.

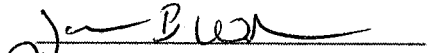
Scoring Criteria (Circle the applicable number of points):

Criteria		Points Possible	Points Awarded
Percentage of F/R for Oct. 2016 (Qualifying data/free and reduced information found here.)	50 - 59 percent	1	
	60 - 69 percent	3	
	70 - 79 percent	5	
	80 - 89 percent	7	
	90 - 99 percent	10	
	100 percent	11	
Priority of Focus			
1. Equipment that improves the nutrition and quality of meals.		9	
2. Equipment that improves the safety of food served in the school meal programs		8	
3. Equipment that improves the overall energy efficiency of the school food service operations		7	
4. Equipment used to improve or expand participation in the NSLP and/or the SBP.		6	
5. Equipment that promotes smarter lunchrooms		5	
6. Age of current food service equipment or lack of appropriate equipment		4	
Paragraph (s(sscorirubricatatatattached))	30 points total	30	
Total Points	50 Points Max		

I certify that all the information provided in this application is true and correct and that all local, state, and federal regulations regarding procurement and expenditures will be followed. I certify that these purchases are subject to desktop audit and review by USDA and KDE. I certify that all funds will be expended by September 30, 2018, and will be tracked separately from other School Nutrition Program funds. I certify that all USDA required reporting will be completed and maintained on file. I certify that no bids will be piggybacked off of another bid for this equipment.


Signature of Superintendent

12-4-17
Date


Signature Food Service Director

12-4-17
Date

**KENTUCKY DEPARTMENT OF EDUCATION
SCHOOL AND COMMUNITY NUTRITION
EQUIPMENT ASSISTANCE GRANTS**

Background

The United States Department of Agriculture (USDA) has selected Kentucky to receive federal funds for the 2017 NSLP Equipment Assistance Grants. Kentucky will receive \$454,511 to assist School Food Authorities (SFAs) participating in the National School Lunch Program in purchasing needed equipment to meet the new nutritional standards for schools as required by the Healthy Hunger-Free Kids Act of 2010.

Eligibility Requirements

These funds will be awarded via a competitive grant process to SFAs giving priority to high need schools (e.g., schools in underserved areas, schools with limited access to other resources, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced price meals. KDE will use the month of October 2016 to document eligibility. Please refer to the KDE School and Community Nutrition web site at [Qualifying Data](#) for that figure. In addition, SFAs may submit applications for schools that did not receive a previous NSLP Equipment Assistance Grant award under the ARRA Act of 2009 and the FY 2010, FY 2013, FY 2014, and FY 2015 Agriculture Appropriations Acts.

Awards

No grant will be awarded for greater than \$25,000 per school. The SFA must have the ability to complete their procurement and expenditure activities by the end of FY 2019 (September 30, 2019).

SFAs that are unable to fully expend their grant amounts must return the unliquidated funds to the State agency. If these funds are returned to the State agency prior to September 30, 2018, the State agency may reallocate available funds (the returned funds and the funds not previously obligated to SFAs) to award the next applicant approved for an equipment grant that had not received funds during the initial competitive grant application process. Upon exhausting the eligible applicant list, and submitting a written justification to the appropriate FNS Regional Office that all eligible SFAs have been given an opportunity to receive funds, the State agency will return to the top of the applicant list and fund SFAs that were partially funded during the initial allocation process from top to bottom.

Funds returned to the State agency after September 30, 2018 must be returned to FNS. State agencies must follow all standard policies and procedures to award these grants to the SFAs.

Reporting Requirements

FNS Regional Financial Management Offices will be responsible for processing grant awards to State agencies and ensuring that State agencies submit quarterly SF-425 Financial Reports in the Food Program Reporting System (FPRS). If State agency staff does not already have access to the CN-NSLPE Program in FPRS, they will need to submit an FNS-674 to their Regional Office point-of-contact. FNS Regional Program Offices will be responsible for collecting quarterly progress activity reports (and forwarding a copy to the National Office) from State agencies that include, at a minimum, the following information:

- Progress made in obligating funds at the State level and expending funds at the SFA level
- Accomplishments and challenges in expenditure activities
- Impact of purchased equipment on the school food service operation
- Reason(s) for any unliquidated funds

- Potential return of equipment
- Report on the total amount and percentage of administrative costs expended as compared to the total amount allowable for administrative costs.

Additionally, starting this year, State agencies will be responsible for compiling and forwarding an annual progress activity report to the appropriate FNS Regional Office by October 13, 2018 and again by October 12, 2019. This report must include, at a minimum, the following information for each SFA receiving funding:

- The cost of each piece of equipment funded
- The type of equipment purchased

Once received by the FNS Regional Program Offices, a single report will be forwarded to the National Office by October 31, 2018 and again by October 31, 2019.

Grant applications will be limited per SFA as listed below:

Number of Schools Per SFA That Meet the Eligibility Requirements Identified Above	Maximum Number of Applications per SFA
1 - 10	2
11 - 20	3
21 - 50	4
51 - 150	5

Allowable and Unallowable Uses of Funding

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Regulations at 2 CFR Part 200.33 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 the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. If your school district has a capitalization threshold less than \$5,000, it is required that you submit supporting documentation with your application affirming this lower threshold if any one piece of equipment requested in your proposal is less than \$5,000.

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. While using these grant funds to purchase a walk-in freezer for school food service, or a salad bar, may be an allowable cost, building an extension to a cafeteria would be a capital expense that should be borne by the school district.

SFAs are required to follow all Federal, State, and Local procurement laws when purchasing equipment with these grant awards.

Funds SHALL be used to purchase equipment to be used in the following ways:

1. Equipment that lends itself to improving the nutritional quality of meals;
2. Equipment that improves the safety of food served in the schools;
3. Equipment that improves overall energy efficiency of nutrition program operations; and;
4. Equipment that allows SFAs to support expanded participation in the meal service.